



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des sousmissions

Procurement and Contracting Services
73 Leikin Drive,
Visitor Center - Building M1
Mailstop # 15
Ottawa, ON K1A 0R2

Attn: **Megan McCoy (613) 843-3798**

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet		Date
Architectural and Engineering Design Services – Renovations and Fit-up of the Regina RCMP Forensic Laboratory		2013-11-18
Solicitation No. – N° de l’invitation		
201403650		
Client Reference No. - No. De Référence du Client		
201403650		
Solicitation Closes – L’invitation prend fin		
At /à :	2 :00pm	EST (Eastern Standard Time) HNE (Heure normale de l’Est)
On / le :	December 30th, 2013	
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Eric Glynn – A/Manager – Special Projects		
Telephone No. – No. de téléphone 613-843-5533		Facsimile No. – No. de télécopieur 613-825-0082

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their Bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the Bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and Declaration Form, the Security Requirements Checklist, and any other annexes.

2. Summary

The purpose of this project is to complete design for the renovation and fit-up of the former Forensic Laboratory, located adjacent to "F" Division Headquarters and the RCMP Academy in Regina, SK for alternate use and occupancy. The Regina Forensic Laboratory was constructed in 1995 and is comprised of approximately 5000 M² of gross interior space.

It is anticipated that the total area required to be fit-up in the Forensic Laboratory to accommodate the new and existing occupancies will be approximately 2600 M² which is outlined in greater detail in the Statement of Work.

In addition to the work in the Regina Forensic Laboratory, there is also a requirement to provide fall arrest protection around stairwells on the main floor of the "F" Division HQ building and to provide mechanical cooling to the subterranean post garage..

Renovations and fit-up of the first implementation priority must be complete for operations by **March of 2015**. Renovations and fit-up of the second priority construction work must be complete by **September 30, 2015**.

Indicative Cost Estimate for construction is **\$6,121,514.00**; not including construction risk, design fees, design contingencies or GST but does include construction contingencies. This budget is based on a Class "D" estimate.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses.



For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), and the North American Free Trade Agreement (NAFTA).

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, and Part 7 - Resulting Contract Clauses.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

Bidders who submit a Bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:



Delete: sixty (60) days

Insert: one-hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, Bids transmitted by facsimile to RCMP will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

4. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Saskatchewan**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their Bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

5. Limitation of Submission

Bidders may only submit one (1) proposal in response to this solicitation.

A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:

- the name of each member of the joint venture;
- the Procurement Business Number of each member of the joint venture;
- the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
- the name of the joint venture, if applicable.



If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.

The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

6. Legal Capacity

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that Bidders provide their Bid in separate sections as follows:

Section I: Technical Bid (four (4) hard copies) (and one (1) soft copy on DVD/CD)

Section II: Financial Bid (one (1) hard copy) (and one (1) soft copy on DVD/CD)

Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the Basis of Payment and Declaration Form only. No prices must be indicated in any other section of the Bid.

The maximum number of pages including text and graphics to be submitted for Annex "F" – Evaluation Criteria is thirty (30) pages (single-sided) or fifteen (15) pages (double-sided). A minimum font size 10 must be used. The following contents are not included as part of the maximum page limitation noted above:

- Covering letter (optional - contents not evaluated)
- Completed Annex "E" – Team Identification Form;
- Completed Annex "C" – Basis of Payment and Declaration Form;
- Front page of the RFP Solicitation; and,
- Front page of revision(s) to the RFP;

Any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be evaluated.

Canada requests that Bidders follow the format instructions described below in the preparation of their Bid:



- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Proposal

In their Technical Proposal, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The Technical Proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the Bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the Bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their Bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Basis of Payment and Declaration Form

1.1 Bidders must submit their Basis of Payment and Declaration Form in accordance with **Annex “C” – Basis of Payment and Declaration Form**. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.



b) An evaluation team composed of representatives of Canada will evaluate the Bids.

1.1. Technical Evaluation

See Annex “F” – Evaluation Criteria.

1.2 Financial Evaluation

See Annex “C” – Basis of Payment and Declaration Form

2. Basis of Selection

2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, an Bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all Mandatory Criteria; and
 - c. achieve an individual criterion pass mark of 60% and a minimum overall Technical Score of 60% (510 out of the 850 points available).
2. Bids not meeting (a), (b) and (c) will be declared non-responsive, and will not be evaluated against the highest responsive combined rating of technical merit and price.
3. The selections will be based on the highest responsive combined rating of technical merit and price. The ratio will be 85% for the technical merit and 15% for the price.
4. To establish the technical merit score, the overall technical score for each responsive Bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 85%.
5. To establish the pricing score, each responsive Bid will be prorated against the lowest evaluated price and the ratio of 15%.
6. For each responsive Bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. The responsive Bid with the highest combined rating of technical merit and price will be recommended for award of a Contract.

The table below illustrates an example where all three Bids are responsive and the selection of the contractor is determined by a 85/15 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00



Technical Merit Score	115/135 X 85 = 72.41	89/135 X 85 = 56.01	92/135 X 85 = 57.93
Pricing Score	45/55 X 15 = 12.27	45/50 X 15 = 13.50	45/45 X 15 = 15.00
Combined Rating	84.68	69.51	72.93
Overall Rating	1 st	3 rd	2 nd

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare an Bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the Bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder’s certifications. Failure to comply with this request will also render the Bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting a Bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a Bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website

Canada will have the right to declare a Bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada



will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____(YYYY/MM/DD)

(If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- () **A1.** The Bidder certifies having no work force in Canada.
- () **A2.** The Bidder certifies being a public sector employer.
- () **A3.** The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- () **A4.** The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5.** The Bidder has a combined workforce in Canada of 100 or more employees; and
- () **A5.1.** The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- () **A5.2.** The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- () **B1.** The Bidder is not a Joint Venture.

OR

- () **B2.** The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

2. Additional Certifications Precedent to Contract Award



The certifications listed below should be completed and submitted with the Bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the Bid non-responsive.

2.1 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any *Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above?

YES () NO ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.



By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.**2.2**

2.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.3 Education and Experience

2.3.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

Certification



By submitting a proposal, the Bidder certifies that the information submitted by the Bidder in response to the RFP is accurate and complete.

In order to be awarded a Contract, the certifications of this section must be provided. Canada may declare a proposal non-responsive if the certifications are not submitted or completed as required. Where Canada intends to reject a proposal pursuant to this paragraph, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the proposal non-responsive.

The Bidder hereby certifies compliance to the appropriate certifications required precedent to Contract Award, as listed above.

Name and Title	Signature	Date
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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before the commencement of Work, the following conditions must be met:
 - a. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - b. the Bidder must provide personal data including the full name, date of birth, present address and other data as requested by the RCMP, for each person working on this project, if requested. This information will be used for security clearance purposes (ie. to confirm if persons have a current/valid RCMP Reliability Status clearance). This information must be provided within five (5) working days of the request.

NOTE: If persons currently hold a valid RCMP Reliability Status security clearance issued by RCMP Departmental Security, a new RCMP Reliability Status security clearance application (documents included in **Annex “G” – Security Clearance Guidelines and Documents**), will not have to be completed and resubmitted by those individuals.

2. Bidders are reminded to obtain the required security clearance promptly to avoid any delays with the commencement of Work.

2. Insurance Requirements

The successful Bidder shall be required to obtain and maintain Professional Liability and Comprehensive General insurance coverage in accordance with the requirements set out elsewhere in the RFP documents.



No insurance requirement stipulated in the RFP documents should be construed as limiting any insurance required by federal, provincial or municipal law. Neither should it limit any coverage which the successful Bidder and other members of the consultant team may consider to be necessary for their own protection or to fulfill their obligations.

By virtue of submission of a proposal, the Bidder certifies that the Bidder and the other members of the consultant team as may be applicable are capable of obtaining, and will obtain and maintain liability insurance in accordance with the requirements set out in the proposal documents.

3. Licensing Requirements

Consultant team members and key personnel shall be, or be eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial law in the province of the work.

By virtue of submission of a proposal, the Bidder certifies that the Bidder's consultant team and key personnel are in compliance with the requirements of paragraph 1 above. The Bidder acknowledges that the RCMP reserves the right to verify any information in this regard and that false or erroneous certification may result in the proposal being declared non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor is to perform the Work in accordance with **Annex "A" – Statement of Work**.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

2.1 General Conditions

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 41 Code of Conduct and Certifications – Contract of 2035 referenced above is amended as follows:

Delete subsection 41.4 in its entirety.

2.2 Supplemental General Conditions – Real Property



The following Real Property Supplemental General Conditions apply to and form part of the Contract:

- R1225D (2012-07-16), General Conditions (4) - Intellectual Property
- R1240D (2011-05-16), General Conditions (7) - Taking the Services Out of the Consultant's Hands, Suspension or Termination
- R1250D (2012-07-16), General Conditions (9) - Indemnification and Insurance (> \$1M Insurance required)

3. Security Requirement

Annex “B” – Security Requirement Checklist and related clauses applies and form part of the Contract.

The Contractor's personnel are required to be security cleared at the level of Reliability Status as verified by the Personnel Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

The Contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

4. Term of Contract

4.1 Delivery Date

All the deliverables as identified under Annex “A” – Statement of Work must be received on or before **August 28th, 2016**.

Renovations and fit-up of the first implementation priority must be complete for operations by **March of 2015**. Renovations and fit-up of the second priority construction work must be complete by **September 30, 2015**.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Eric Glynn
Title: A/Manager – Special Projects
Organization: RCMP
Address: 73 Leikin Drive, M1, 4th Fl, Ottawa, ON, K1A 0R2
Telephone: 613-843-5533
Facsimile: 613-825-0082
E-mail: eric.glynn@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority



The Project Authority for the Contract is:

Name: TBD
 Title: TBD
 Organization: TBD
 Address: TBD
 Telephone: TBD
 Facsimile: TBD
 E-mail: TBD

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Bidder's Representative

Name: **TBD**
 Title: **TBD**
 Organization: **TBD**
 Address: **TBD**
 Telephone: **TBD**
 Facsimile: **TBD**
 E-mail: **TBD**

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

Part A – Fixed Fees for Services:

The Contractor will be paid a fixed fee for services as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	\$ _____



Construction Documents 50%	\$ _____
Construction Documents 99%	\$ _____
Tender Documents	\$ _____
Construction Administration Services	\$ _____
Post-Construction Services	\$ _____

Total Cost of **Part A – Fixed Fee for Services: \$ TBD** (Applicable Taxes extra.)

Part B – Single Fixed Hourly Rates for Services

The Contractor will be paid Single Fixed Hourly Rates for “as-and-when required” Services in addition to Part A – Fixed Fees for Services, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

1. Architect (Prime Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____
Cost Specialist	\$ _____

2. Mechanical Engineer (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

3. Structural Engineer (Sub-Consultant)



Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

4. Electrical Engineer (Sub-Consultant)

Category of Personnel:	Single Fixed Hourly Rate (CAD):
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

Travel and Living Expenses

All Travel and Living Expenses must be incorporated into the **Part A – Fixed Fee for Services**.

7.1.1 Limitation of Price – Part A

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.1.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,



whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.2 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100% percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.3 Suspension Costs

1. During a period of suspension of the Services pursuant to GC 7.2, the Consultant shall minimize all costs and expenses relating to the Services that may occur during the suspension period.
2. Within fourteen (14) days of notice of such suspension, the Consultant shall submit to the Project Authority a schedule of costs and expenses, if any, that the Consultant expects to incur during the period of suspension, and for which the Consultant will request reimbursement.
3. Payment shall be made to the Consultant for those costs and expenses that, in the opinion of Canada, are substantiated as having been reasonably incurred during the suspension period.

7.4 Termination Costs

1. In the event of termination of the Agreement pursuant to GC 7.3, Canada shall pay, and the Consultant shall accept in full settlement, an amount based on these Terms of Payment, for Services satisfactorily performed and any reasonable costs and expenses incurred to terminate the contract.



2. Within fourteen (14) days of notice of such termination, the Consultant shall submit to the Project Authority a schedule of costs and expenses reasonably incurred. The Consultant must ensure that it has mitigated its costs to the best of its ability.
3. Payment shall be made to the Consultant for those costs and expenses that in the opinion of Canada are substantiated as having been reasonably incurred after the date of termination.
4. The Consultant has no claim for damages, compensation, loss of profit, lost of opportunity, allowance or otherwise by reason of, or directly or indirectly arising out of, any action taken or termination notice given by Canada under GC7.3 Termination.

7.5 Disbursements

1. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following costs shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately;
 - a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation specified in the Statement of Work;
 - b. standard office expenses such as any photocopying, computer costs, Internet, cellular phone costs, long distance telephone and fax costs, including that between the Consultant's main office and branch offices or between the Consultant's offices and other team members offices;
 - c. courier and delivery charges for deliverables specified in the Statement of Work;
 - d. plotting;
 - e. presentation material;
 - f. parking fees;
 - g. taxi charges;
 - h. travel time;
 - i. travel expenses; and
 - j. local project office.
2. Subject to any provisions specifically to the contrary in the Supplementary Conditions, the following disbursements reasonably incurred by the Consultant, that are related to the Services and approved by the Project Authority, shall be reimbursed to the Consultant at actual cost:
 - a. reproduction and delivery costs of drawings, CADD files, specifications and other Technical Documentation additional to that specified in the Statement of Work;
 - b. transportation costs for material samples and models additional to that specified in the Statement of Work;
 - c. project related travel and accommodation additional to that specified in the Statement of Work shall be reimbursed in accordance with current National Joint Council (NJC) Travel Directive ; and
 - d. other disbursements made with the prior approval and authorization of the Project Authority.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Agreement Particulars, without the prior authorization of the Project Authority.

8. Invoicing Instructions



1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. copy of time sheets to support the time claimed;
 - b. copy of the release document and any other documents as specified in the Contract;
 - c. copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its Bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its Bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Saskatchewan**.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the supplemental general conditions for Real Property Contracting as follows:
 - o R1225D (2012-07-16), General Conditions (4) - Intellectual Property
 - o R1240D (2011-05-16), General Conditions (7) - Taking the Services Out of the Consultant's Hands, Suspension or Termination



- R1250D (2012-07-16), General Conditions (9) - Indemnification and Insurance (> \$1M Insurance required)
- c) the general conditions 2035 (2013-06-27), General Conditions – Higher Complexity – Services;
- d) Annex “A” – Statement of Work;
- e) Annex “C” – Basis of Payment and Declaration Form;
- f) Annex “B” – Security Requirements Check List
- g) Annex “D” – Doing Business
- h) the Contractor's Bid dated **TBD**.

12. Procurement Ombudsman

12.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



Annex “A” – Statement of Work

Title:

Architectural and Engineering Design Services – Renovations and Fit-up of the Regina RCMP Forensic Laboratory and space within the “F” Division Headquarters Building.

1.0 General Information:

1.1 Project Narrative

The purpose of this project is to complete design for the renovation and fit-up of the former Forensic Laboratory, located adjacent to “F” Division Headquarters and the RCMP Academy in Regina, SK for alternate use and occupancy. The Regina Forensic Laboratory was constructed in 1995 and is comprised of approximately 5000 M2 of gross interior space.

The interior space to be fit-up was previously predominately used as laboratory and support spaces. The intended uses of these spaces will be to provide office accommodation and support spaces on the main and second floors, and will include the provision of enclosed offices, meeting rooms/breakout rooms, industrial workshop space, Secure File Storage and general storage requirements. All of the foregoing shall meet the terms and conditions of the Government of Canada’s Workplace 2.0 initiative and/or the RCMP Property Management Manual.

The overall intention of this project is to conduct a review of all of the spaces within this facility and determine the best use of this space to accommodate the occupancies identified as follows. Should the best option include the relocation of existing occupancies, this should be identified for consideration by the Project Authority. The primary purpose of this project will be to accommodate the RCMP National Recruiting Processing Centre which has ninety-seven (97) employees as they relocate their operations to Regina. There is a requirement to renovate and fit-up approximately 1400 M2 of space for this operation. The construction implementation for the development of this space along with any required base building development will occur as the *first priority* implementation as this group is currently located within leased space which will expire at the end of this project. This occupancy shall follow and adhere to the requirements of Workplace 2.0.

There is also a technology based unit that will be relocating to the redeveloped Forensic Laboratory from an existing lease in Regina. There is a requirement to provide approximately 210 M2 of space for this operation which would be provided in accordance to standards established in the RCMP Property Management Manual. This development would be considered as part of the *first priority* implementation.

“F” Division is planning to relocate 3 operational units to this facility. These units will require renovation and fit-up of approximately 500 M2 of space for this purpose. This space will be a combination of office accommodations and industrial workshop space and will adhere to standards established in the RCMP Property Management Manual.

Another group that currently reside within the Laboratory require to have their spaces modified to meet standards. The Forensic Identification Unit currently occupies approximately 170 M2 in the Lab building. It has been determined that their space allocation should be closer to 135 M2. Ideally, the space occupied by this unit should be contiguous.



Another existing occupancy includes the former Northwest Region Human Resources operation for which there will be a reduction of staff remaining within their space which will require review and revision to suit the new occupant loads. It is anticipated that the space requirements for this group will be 276 M2 and shall adhere to the requirements of Workplace 2.0.

Also located within this facility is the Security Administration Unit which is currently located on two separate floors. A significant renovation was undertaken 2 years ago to accommodate the majority of this group on the second level. There is a desire to have the group currently located on the main floor relocated to the second level, adjacent to one another which would require fit up of approximately 45 M2. The construction implementation for the development of spaces to accommodate this unit and the units in the previous 3 paragraphs will be considered *second priority* implementation.

There is also a desire to re-purpose the existing firearms test range into secure storage. This area encompasses approximately 140 M2 of space. Work will include deconstruction of the existing firearms range apparatus, removal of any contaminants, provision of appropriate heating and ventilation and facilitation of access to this sunken space for large and/or heavy articles.

It is anticipated that the total area required to be fit-up to accommodate the new and existing occupancies will be approximately 2600 M2.

There will be a requirement to review the existing mechanical systems to determine requirements specific to an office accommodation program as opposed to a laboratory environment and some smaller specialized ventilation requirements and modify/replace these systems to suit the new uses and purpose. It would be expected that the current 100% make up air model would be modified to a traditional supply/return air ventilation system or some other more efficient system.

The electrical systems will be required to be reviewed and modified to suit the new use as well. Also within this scope will be the development and implementation of a structured wire management system for data and voice communications. There also exists within this facility an Uninterrupted Power Source. A review of this system to confirm its condition and life expectancy will be required. There will not be a requirement for continued use of this system within this facility. The condition assessment and life expectancy is required to determine if the system could be considered for re-use in another location.

Given the change of use and occupancy of this facility, the consultant team will be requested to undertake a Code review of the facility and implement changes to rectify any deficiencies identified. The Federal Fire Commissioner has completed a pre-renovation inspection and the report generated from that inspection will be made available for use to the consultant team.

The use of the existing common staff lounge/lunch area is to be reviewed in the context of Workplace 2.0 with the goal to maintain a common area for this purpose for all occupants rather than duplicate this space within each occupancy group. This may require modification and/or expansion of the existing space.

In addition to the work in the Regina Forensic Laboratory, there is also a requirement to provide fall prevention devices around two open stair wells that traverse down through planters inside the building and fall prevention devices around a raised planter on the exterior of the building.

1.2 Introduction

The RCMP requires the services of Architectural and Engineering professionals to provide the services for the



review of the existing Regina RCMP Forensic Laboratory facility, provision of recommendations, design and implementation of fit-up of space for the uses outlined in the preceding paragraphs in Regina, SK. *The construction administration will occur through two differing levels of implementation priority but will be accomplished through one construction tender.*

1.3 Constraints and Challenges

1. Security clearances will be required by personnel working on this project.
2. Budget control and management is of significant importance in the completion of this project. Utilization of innovative design to reduce the overall cost of the project is critical and design options provided by the consultant team will be challenged to ensure economies and efficiencies are identified.
3. Most areas within the facilities will remain to be occupied during design and partially occupied through construction. Additionally, time is of the essence with respect to completion of this project to ensure that the space is ready for occupancy as scheduled.
4. Consideration will have to be made throughout the implementation of this project for the ongoing operational activities within this facility. There will be a requirement to consider and coordinate tie-in to existing systems.
5. Schedule management. Renovations and fit-up of the first implementation priority must be complete for operations by March of 2015. Renovations and fit-up of the second priority construction work must be complete by September 30, 2015.

1.4 Project Information

1. Project Location: RCMP Academy Site, Regina, SK
2. Project Number: **TBD**
3. Scope: Design to meet the requirements of the functional program, applicable codes, building deficiencies, and contract administration for the renovation and fit-up of the Regina RCMP Forensic Laboratory, changing use from a laboratory space to office accommodations and the renovation of space within the "F" Division Headquarters building for the provision of fall protection.
4. Work to include:
 - a. Review of existing conditions, building code review and analysis, spatial optimization and recommendations to meet the Government of Canada's Workplace 2.0 initiative and/or the RCMP Property Management Manual.
 - b. Pre-design activities.
 - c. New design options to meet functional requirements
 - d. Completion of Tender Documents
 - e. Project Administration, two separate phases



f. Warranty

2.0 Project Objectives:

2.1 Project Delivery Approach

The tendering of this requirement will be an open tender on Buy and Sell, the Government of Canada's procurement website, administered by the RCMP.

This project will use a Traditional, design - tender - build approach. A consultant will be retained by the RCMP and report directly to the RCMP Project Authority to co-ordinate all services related to Design Development, Construction documents, tendering and Construction administration. Contractors will be retained by the RCMP and report directly to the RCMP Project Authority to co-ordinate all services related to construction. The construction activity shall occur via two distinct sets of priorities as outlined in the schedule below.

2.2 Objectives

1. Functional Performance

- a. Provide a fit up space that responds to the requirements of the proposed occupants of these facilities
- b. Achieve:
 - i. Space that meets the functional, performance, quality, and technical requirements of the various occupants of these facilities;
 - ii. Updated facilities that provide functional, responsive and efficient workspace in keeping with the functional program, RCMP and Treasury Board standards and Building Codes;
 - iii. Healthy working environments that fully support optimum work productivity;
 - iv. Easy to use and adaptable systems and technologies to support operating requirements with capacity for growth and change; and,
 - v. Effective and efficient office landscape furniture plan, utilizing approved suppliers from the Government of Canada's National Master Standing Offer Agreement and Workplace 2.0, fully coordinated with the Mechanical and Electrical disciplines.

2. Design Quality and Character

- a. Provide a fit-up space that will effectively and appropriately serve the occupants.
- b. Achieve:
 - i. Design excellence, use of quality materials and precise execution respecting the condition and location of the facility;
 - ii. A fit-up space that accommodates the functions that will be placed within it; and,
 - iii. An integrated design whereby the project team members from all disciplines work together early and often throughout the project design process. This must include what goes on when the design team gets together - the synthesis of climate, use, building



design and systems.

3. Building Performance

- a. Modify or replace systems that will enable long-term efficient and cost effective life cycle performance. Review the existing 100% make-up air building ventilation system and modify to meet standards for an office occupancy and for small independent industrial applications.
- b. Achieve:
 - i. A space that embodies sustainable design and application principles and is implemented in an environmentally responsible manner;
 - ii. Healthy and safe environments that meets all codes for fire, health, and life safety;
 - iii. A building that fully integrates all components and systems (architectural, structural, mechanical, electrical);
 - iv. Fabric and systems that are of a quality that will provide extended use benefits; designed in response to sound building science, life cycle cost effectiveness, ease of maintenance with accessible parts for servicing and constructed with the best workmanship possible within the construction cost limit identified; and,
 - v. Systems that can be accessed and easily repaired and/or replaced in the building life cycle, as required.

4. Project Delivery

- a. Deliver the project utilizing best practices in support of the RCMP's needs, respecting the approved scope, expected quality, budget and schedule.
- b. Achieve:
 - i. A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project life;
 - ii. An integrated and focused Consultant team with an in-depth understanding and collective 'buy-in' of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and cooperative team approach with knowledgeable and timely input and contribution by all project team members, including representatives from the RCMP;
 - iii. Rigorous quality assurance reviews during the design and construction phases. As part of the design reviews include documented peer reviews;
 - iv. A rigorous quality management plan in order to respond to and correct, in a timely and effective manner, all issues as they occur;
 - v. Experienced and well-seasoned Project Professionals that shall be responsible for the production and delivery of all documents, and shall ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project.
 - vi. Best practices for budget, schedule, quality, and scope management;
 - vii. A continuous risk identification and management program employing effective methodologies to ensure construction safety and an enhanced focus on claims avoidance;



- and,
- viii. Continuous and comprehensive documentation of the project at all stages of the project implementation.

2.3 Scope of Work

Overview:

Phase I – Review the facilities, conduct a building code review, review the Statement of Work and functional program, and provide up to three (3) options for consideration by the Project Authority for placement of these spaces, ensuring optimal use of the building footprint and consideration for future growth and address base building systems to meet requirements of the portion of the building receiving fit-up.

Phase II – Design and completion of Tender Documents based upon approved recommendations from Phase I.

Phase III – Contract Administration including Commissioning and warranty.

1. Architectural, Interior Design

- a. Design to provide accommodations in response to the functional space program for the fit-up of existing building that will be approximately 2600 M2 in area in the Forensic Laboratory Building and approximately 644 M2 in the “F” Division Headquarters building. Services to include all professional expertise required to fully complete pre-design, design development, contract documents and construction administration of this project. A vast majority of the finished flooring has been replaced within the Forensic Laboratory building over the past two years through the utilization of carpet tile. Re-use of this material is expected where possible.
- b. Furniture, Fittings and Equipment layouts are to be completed in conformance with Workplace 2.0 and/or the RCMP Property Management Manual.
- c. Develop the space to ensure proper optimization of building footprint.

2. Structural Engineering

- a. All applicable structural elements for the design.

3. Mechanical Engineering

- a. Review existing base building mechanical systems and identify items that require upgrading as part of this project as well as modifications to meet the requirements of the building occupants. Specific review of the existing mechanical systems in the Forensic Laboratory Building with a view to move away from the 100% make-up air system intended for a laboratory environment with a view to provide systems that are normally found in new office environments will be necessary as well as two small scale industrial ventilation systems.

4. Electrical Engineering

- a. Review existing base building electrical and fire protection systems and identify items that require upgrading, modification or expansion as part of this project as well as modifications to meet the detailed requirement of the space to be fit-up. Review requirements and complete the



design and establishment of communications wiring network, audiovisual, CCTV, intrusion alarm, connection to the utility and security electronics and related items as required. Review the lighting systems in the areas to be renovated to determine whether replacement with more efficient systems would be warranted and provide an analysis that would determine the pay-back period should this be adopted. A previous renovation to some of the spaces within these facilities explored and implemented daylight harvesting and this should be pursued as part of the scope of this project.

2.4 Building Permits and Occupancy Authorities

1. The Consultant will support the Contractor in applying for building permits by providing the required documentation.
2. The Consultant will negotiate and resolve building permit related issues.
3. The Consultant shall support the Contractor in its application for an occupancy permit and coordinate the resolution of all outstanding issues relating to the permit.
4. The Contractor shall pay for the permits on behalf of the RCMP.

2.5 Design Quality

The Prime Consultant is responsible for controlling quality throughout the life of the project. As part of the design quality assurance process the Prime Consultant will be responsible for coordinating peer reviews for each discipline. Peer reviews will be completed by all disciplines and documented with follow up responses and included in each design submission.

2.6 Proposed Project Schedule

Stage:	Estimated Completion Date:
Award of Consultant Contract	December 19, 2013
Pre-Design Review and Report Complete	January 16, 2014
Schematic Design	February 6, 2014
Design Development Report Complete	March 5, 2014
50% Construction Drawings	April 11, 2014
99% Construction Drawings	May 22, 2014
Construction Tender Documents	June 13, 2014
Construction Tender Award	August 6, 2014



Priority 1 - Substantial Completion of Construction	March 5, 2015
Priority 1 - Building Occupancy	March 27, 2015
Priority 2 - Substantial Completion of Construction	August 28, 2015
Priority 2 - Building Occupancy	September 30, 2015
Post Construction Warranty Evaluations	August 28, 2016

2.7 Existing Documentation

1. Copies of all pertinent documentation will be made available to the Consultant.
2. Limited as-built drawings and Operation and Maintenance Manuals for the facility will be available. The Bidder will be provided with AutoCAD scaled drawings from the recently completed Accelerated Infrastructure Program (AIP) project from 2009 and the office renovations that occurred in 2011 for reference and the most recent renovation that was completed in 2012 with SEPW Architects. The Consultant will be responsible for verifying the accuracy of the information incorporated into the design.
3. The successful Consultant will be provided with the following background documents:
 - a. Any existing original building drawings that are available;
 - b. Renovation drawings from 2009; and,
 - c. Renovation drawings from 2011.
4. Disclaimer:
 - a. Reference information will be available in the language it is written; and,
 - b. The documentation may be unreliable and is offered “as is” for use by the Consultant.

3.0 Consultant Service Requirements:

3.1 Overview

1. The Consultant will be responsible for providing and coordinating full professional Architectural and Engineering services, from the Pre- Design Services Stage to the completion of the Post Warranty Stage of the project. A summary of professional expertise and relevant specialty experience requirements for this project include, but are not limited to the following:
 - a. Architectural and Engineering Services; and,
 - b. Budget and Schedule Management Services.
2. Summary Scope of Services



- a. Pre- Design Services and report that reviews the project program and conducts architectural, mechanical and electrical systems, security electronics, and IT assessment with recommendations to address deficiencies as part of the scope of this renovation;
- b. Prepare a final Design Development Report based on the approved Schematic Design, complete with outline specifications, including peer review reports and Class “C” estimate;
- c. Conduct peer reviews and submit reports throughout design;
- d. Prepare fully coordinated sets of construction drawings based on the approved Design Development Report, ready for tendering purposes and Class “A” cost estimate;
- e. Prepare specifications using National Master Specification (NMS) program including Division;
- f. Provide assistance during the tendering processes including preparation of addenda and review tender results;
- g. Provide identified contract administration services for each project phase;
- h. Identify Commissioning activities through standard Testing, Adjusting and Balancing protocols, monitor these processes and document results;
- i. Prepare Maintenance Manuals including maintenance schedule, as-built drawings and specifications; and,
- j. Provide warranty services.

3.2 Team Responsibilities

1. Prime Consultant

- a. The Prime Consultant is completely responsible for providing and coordinating the work of all professional disciplines (Architectural and Engineering Consultant Services) required, from the Pre -design Stage to the completion of the Post Construction Stage of the project.

2. Consultant Team

- a. The Prime Consultant and their personnel including Sub-Consultants comprise the Consultant Design Team (Consultant Team).
- b. The Consultant Team will be required to maintain its expertise for the duration of the project.
- c. The Consultant Team shall be comprised of qualified professional and technical expertise with extensive relevant experience in renovating industrial, commercial and/or office facilities, capable of providing the services identified and required for this project.

3.3 General Service Requirements

1. Overview

- a. The RCMP will act as the Project Manager and the Contracting Authority during all phases of design and construction of the project.



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- b. The Consultant team will be required to deliver integrated professional services, in accordance with the requirements set forth in this brief. The services will be administered in distinct stages, as follows:
 - i. Pre-Design Building Assessment and Project Requirements Confirmation
 - ii. Design Development
 - iii. Construction Documents
 - iv. Tender Call, Bid Evaluation and Construction Contract Award
 - v. Construction and Contract Administration with established priority implementation plans
 - vi. Post Construction Services
 - c. The outline of deliverables and processes, as presented in this brief, are intended as a general outline only. It is not exhaustive and does not preclude alternative or supplementary approaches as may be suggested by the Consultant for consideration by the Project Manager.
2. The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the Statement of Work:
 - a. Standard of Care;
 - b. Budget and Schedule Management Services, broken down in segments as deemed required by the Project Authority;
 - c. Project Information, Decisions, Approaches & Approvals;
 - d. Change in Services;
 - e. Code, By-Laws, Licenses, Permit Reviews;
 - f. Provision of Staff and Sub-Consultant Services; and,
 - g. Commissioning
 - i. Identify Commissioning activities, which outline the systematic approach to testing, adjusting, balancing and verifying the systems' performance in accordance with the design intent and related testing and verification forms.

3.4 Project Administration Requirements

1. Lines of Communication

- a. Unless otherwise directed by the Project Manager, the Consultant shall communicate with the Project Manager only.
- b. During construction tender call, the Contracting Authority conducts all correspondence and makes the contract award.

2. General Deliverables

- a. Where deliverables and submissions include summaries, reports, drawings, plans, specifications and schedules, two (2) original hard copies and one (1) copy in electronic format shall be provided to the Project Manager, unless otherwise specified.



- b. The following are the deliverables, and the electronic format requested:
- | | | |
|------|-----------------------------|---|
| i. | Written reports and studies | MS Word or PDF |
| ii. | Spreadsheets and budgets | Excel or PDF |
| iii. | Schedules | Microsoft Project or other acceptable product |
| iv. | Drawings | Auto CADD and PDF |
| v. | Specifications | NMS MS Word and PDF |
| vi. | Monthly Reports | MS Word, Excel or PDF |

3. Acceptance of Consultant Deliverables

- a. While the RCMP acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles the RCMP to review the work. The RCMP reserves the right to reject undesirable or unsatisfactory work. The Consultant must obtain the Project Manager's acceptance during each of the project stages.
- b. Acceptance indicates that, based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices and that overall project objectives should be satisfied. The acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the terms and conditions of the contract.
- c. The RCMP acceptance does not prohibit rejection of work which is determined to be unsatisfactory at later stages of review. If progress design development of technical investigation reveals that earlier acceptance should be withdrawn, the Consultant is responsible for redesigning work and resubmitting for acceptance at the Consultant's cost.

4. Design Meetings

- a. The Prime Consultant shall arrange meetings generally throughout the design and tendering stages of the project, for all members of the project team. Project meetings will normally occur every two weeks, alternating between in-person meetings and conference calls, unless project requirements dictate otherwise.
- b. Meetings will be held at the offices of the Prime Consultant and at the RCMP Academy/Lab Building on an alternate basis, or wherever is deemed to be the most beneficial to meet requirements of the project.
- c. The Consultant shall attend the meetings, record the issues and decisions and prepare and distribute minutes within 72 hours of the meeting.

5. Security Requirement

- a. The Consultant Team may be required to seek security clearances for some or all personnel working on this project.
- b. The Consultant Team including the Sub-consultants will be required to sign disclosure documents for RCMP protected material, if applicable.



- c. The Consultant shall distribute project documents such as drawings, specifications, reports, only to the design team members and only as required to perform the work.

3.5 Pre-Design Service

1. General Requirements

- a. This stage is intended for the Consultant to review and report on all aspects of the project requirements. The Consultant Team will review and analyse all available program information, consult with the RCMP and the User Department, and deliver a comprehensive Pre-Design Report. This approved deliverable will become the formal project work plan and will be utilized throughout the project to guide the delivery.

2. Scope of Activities

- a. Analyze the project requirements / program including any amendments,
- b. Conduct a building code and building systems analysis. Pre-design report to include a synopsis of each building system, Architectural, Structural, Electrical, Mechanical, Life Safety, Security Electronics, IT etc. with recommendations on building systems that must be addressed as part of this project.
- c. Analyze all base building components and connectivity (BCC) requirements including any amendments identified by the Project Authority / Users for Information Services, Security and Furniture / Equipment,
- d. Analyze the building design security requirements and confirm design standards,
- e. Analyze the sustainable design requirements and confirm design standards,
- f. Review all other available existing material related to the project including requirements identified in the Statement of Work,
- g. Identify all additional information that will be needed to deliver the project,
- h. Undertake a budget, schedule and risk analysis and identify any conflicts that will need to be addressed with respect to scope, quality, schedule, cost,
- i. Identify and verify all authorities having jurisdiction over the project and codes, regulations and standards that apply,
- j. Conduct value engineering design reviews and reports for all disciplines through design,
- k. Develop an updated detailed work breakdown structure that incorporates all of the above together with a detailed schedule including allowances for reviews and approvals for each stage of the project life cycle including deliverable requirements to be provided by the Project Authority / User for BCC: Information Services and Security to be integrated into base building.

3. Deliverables

- a. Prepare and submit an integrated Pre-Design Report, Analysis of Project Requirements for review and approval by the Project Authority. Revise as required by the Project Authority. Resubmit for acceptance.



- b. The Pre-Design Report will consolidate the Scope and Activities identified above and will be utilized as the benchmark project control document to monitor progress of the project. The report will be used as a basis for monthly reporting of progress and will require supplements and modifications to reflect changes in project parameters as may be identified and accepted throughout the project life cycle.
- c. The structure used for the Pre-Design Report shall be used for the required project reports for all subsequent project stages. The content of the subsequent reports will vary according to the project stage.

4. Pre- Design Report Structure and Content

- a. Executive Summary – The executive summary is intended to provide a précis of the Stage One Report and outline any recommendations requiring approvals from the RCMP.
- b. Administrative – Aspects to be included (but not limited to) are:
 - i. Summaries of project start-up meetings, workshops, partnering sessions,
 - ii. Quality management process for the consultant team,
 - iii. Confirmation that all necessary pre-design documentation required for this project is available and confirmation that the information is still current and up-to-date, and
 - iv. Administrative section of the pre-design report.
- c. Regulatory Analysis – Aspects to be included (but not limited to) are:
 - i. Preliminary summary of regulatory and statutory requirements,
 - ii. Preliminary summary of authorities having jurisdiction,
 - iii. Preliminary summary of codes, regulations, and standards, and
 - iv. Regulatory Analysis section of the pre-design report.
- d. Program Analysis – Aspects to be included (but not limited to) are a review and analysis:
 - i. Functional program
 - ii. Programmatic options,
 - iii. User Department reports, studies,
 - iv. Space data sheets,
 - v. Work station/work settings report, office, common area space requirements,
 - vi. BCC requirements,
 - vii. Program Analysis section of the pre-design report.
- e. Building Analysis – Synopsis of building systems including (but not limited to) are a review and analysis of:
 - i. Architectural Elements, Interiors, including interior construction, stairs, interior finishes
 - ii. Structural elements
 - iii. Mechanical and electrical systems, including conveying (elevators,), plumbing, HVAC, fire protection, electrical, telecommunications, building automation,
 - iv. Equipment and furnishings,
 - v. Commissioning,



- vi. Sustainable design opportunities, strategies, preliminary budgets (i.e. energy, water, waste), and
- vii. Building Analysis section of the pre-design report.
- viii. New security electronics and IT integrated into the existing building
- f. Sustainable Development Strategies and Report
 - i. Review potential for environmental impacts and application of the Canadian Environmental Assessment (CEA) Act,
 - ii. Review and assessment of Sustainable Development Design standards to be applied to the project, and,
 - iii. Establishing a policy for the project to minimize environmental impacts consistent with the project objectives and economic constraints.
- g. Budget, Schedule, and Risk Analysis – Aspects to be included (but not limited to) are:
 - i. Class 'D' estimate,
 - ii. Detailed work breakdown structure complete with level three sub-tasks,
 - iii. Analysis of risk implications and preliminary mitigation strategies, and
 - iv. Budget, Schedule, and Risk Analysis section of the pre-design report.
- h. Rebuttal to internal/external Quality Assurance Audit – Aspects to be included (but not limited to) are:
 - i. Review and analysis of comments provided by the RCMP Project Team and internal peer reviews,
 - ii. Written response to all comments provided by the above.

3.6 Design Development Services

1. General Requirements

The objectives of the Design Development stage are to review the design layout proposed as further outlined below.

2. Responsibilities of the RCMP

The RCMP shall:

- a. Participate in meetings for the entire project team.
- b. Review and provide a response to the Consultant's Design Development Report and the Consultant's Peer Review Reports
- c. Review revisions and the consultant's response to the RCMP's review comments.
- d. Review and formally accept the final Design Development Report.
- e. Authorize the Consultant to proceed to Construction Documents

3. Responsibilities of the Consultant Team

The Consultant Team scope and activities shall include but are not limited to the following:

- a. Administrative:



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- i. Organize and chair all information exchange/ team meetings
 - ii. Respond to comments provided by the RCMP as part of its review of the Design, Development Report.
- b. Regulatory:
- i. Review, develop, prepare and submit detailed Building code analysis
 - ii. Review, develop, prepare and submit detailed Fire and life safety strategy, including consultation with the Fire Protection Engineer's office with Labour Canada.
 - iii. Review, develop, prepare and submit detailed Standards analysis
 - iv. Review, develop, prepare and submit detailed Canada Labour Code Part II analysis.
- c. Building Design:
- i. Refine and prepare detailed concept design for consideration by the RCMP that will offer three design options and will demonstrate acceptable response to the Functional Space Program. The objective of the Design Development stage, also referred to in this Statement of Work as Design Concept, is to explore design options and to analyze them against the project requirements.
 - ii. Refine and prepare detailed design drawings, including floor plans, building sections, wall sections, special details etc.
 - iii. Refine and prepare detailed interior design, including interior elevations, stairs, washrooms, services space, interior finishes, special millwork, etc.
 - iv. Refine and prepare detailed services specific to the space to be fit-up, including plumbing, HVAC, fire protection, electrical, security electronics, IT, telecommunications, etc.
 - v. Refine and prepare detailed determination of cost effective use of green construction materials, methods and practices that can be incorporated into the project without significant impact on the project budget.
- d. General Deliverables
- i. Prepare and submit, for review and approval by the RCMP Departmental Representative, an integrated Design Development Report. Revise as required by the Project Authority. Resubmit for acceptance.
 - ii. Budget and Class "C" estimate
 - iii. Project schedule modifications, including allowances for reviews and approvals for each stage of the project life cycle.
 - iv. Provide/update revised risk register, outlining risk items that remain valid complete with a mitigation strategy.
 - v. Design Development Report Structure and Content;
 - vi. Updated Functional Program including base building for BCC: Information Services, Security, Furniture and Equipment,
 - vii. Drawings and other media to communicate the entire project for all disciplines showing all elements and services to detail necessary to make all design decisions and to substantially estimate the cost of the project,
 - viii. Provide a list and draft specification sections of all National Master Specification (NMS) sections to be used. Submit outline specifications for all systems and principle



- components and equipment. Provide in the outline specifications manufacturers' literature about principal equipment and system components proposed for use in the project,
- ix. Door hardware schedule and product sheets,
 - x. Development of plans and specifications for Furniture / Equipment, including all required layout and location plans and specifications,
 - xi. Finishes and colour schemes, including Furniture / Equipment,
 - xii. Updated sustainable design opportunities, strategies, updated budgets (i.e. energy, water, waste, sustainable procurement strategies),
 - xiii. Update to Risk Assessment Report,
 - xiv. Fire Protection Engineers Report including requirements, strategies or interventions for protection of the building and its occupants,
 - xv. Outline Commissioning Plan,
 - xvi. Preliminary construction schedule including long-term delivery items,
 - xvii. Updated detailed schedule including deliverable requirements to be provided by the Project Authority / Users Consultants for BCC: Information Services, Security, Furniture and Equipment, to be integrated into base building,
 - xviii. Class 'B' Estimate including estimated annual cash flows,
 - xix. Update life cycle cost analysis;
 - xx. Update milestone project schedule, complete with summary of revisions and mitigation strategies (if significant change occurs).
 - xxi. Project Log tracking all approved major decisions including those affecting changes to project scope, budget and schedule,

3.7 Construction Document Services

1. General Requirements

- a. The objective of the Construction Document Stage is to prepare tender ready drawings and specifications, setting forth in detail all the requirements for the construction of the project along with a substantive (Class A) cost estimate.
- b. The Consultant must obtain written authorization from the Project Manager before proceeding with Construction Documents.

2. Responsibilities of the RCMP

The RCMP shall:

- a. Review and comment on consultant submissions.
- b. Respond to questions from the Consultant Team as required.
- c. Review revisions and consultant's response to the RCMP review comments.
- d. Review and accept the final Construction Document progress at 50% and 99%. Formally accept documents ready for Tender.



3. Responsibilities of the Consultant Team

The Consultant Team Scope and activities shall include but are not limited to the following:

- a. Regulatory:
 - i. Complete detailed building code analysis
 - ii. Complete detailed fire and life safety strategy
 - iii. Complete detailed standard analysis
 - iv. Complete detailed Canada Labour Code Part II analysis
- b. Scope and Activities
 - i. Obtain acceptance of submissions (50%, 99% and Final)
 - ii. Confirm format of drawings and specifications
 - iii. Submit drawings and specifications at the required stages (50%, 99% and Final)
 - iv. Each discipline shall conduct peer reviews for submissions (50%, 99% and Final) and submit peer review report identifying comments and responses.
 - v. Provide written response to all review comments and incorporate them into the Construction Documents.
 - vi. Advise as to the progress of cost estimates and submit updated cost estimates as the project develops
 - vii. Update project schedule
 - viii. Prepare a Class “A” estimate
 - ix. Review and approve material, construction processes and specifications to meet sustainable development.
 - x. Updated stage report based on the format identified in the Design Development report and deliverables noted within the Construction documents section.
- c. General Deliverables
 - i. Deliverables identified are typical for most projects, but must be customized by the Consultant for specific requirements of the project
 - ii. Completeness of work should reflect the stage of submission.
 - iii. Aspects to be included (but not limited to) are identified below for each submission stage.
 - iv. Updated stage report based on the format identified in the Design Development report and deliverables noted within the Construction documents section.
- d. 50% Submission Stage Deliverables
 - i. Submit updated cost estimates (Class “B”)
 - ii. Submit updated project implementation schedule
 - iii. Submit written peer review reports.
 - iv. Submit written response to review comments made by the RCMP at Design Development Stage
 - v. Submit drawings and specification to HRDC, Labour Program, Fire Protection Engineering Services for their review.
 - vi. Specifications
 - 50% edited with all pertinent sections including sections on Structural, Mechanical and Electrical components.



- Commissioning Activities outline and specification
 - Provide a list of the required component verification sheets, and system test procedures required for this project.
- vii. Architectural
- Cover sheet with list of drawings
 - Demolition Plan
 - Floor Plans
 - Reflected ceiling Plan
 - Interior Elevations
 - Wall Sections
 - Large Scale Detail Drawings
 - Door Schedule
 - Hardware Schedule
 - Room finish schedule
 - Furnishing, Fixtures and Equipment layouts
 - Signage and way-finding
- viii. Structural
- Structural Details
 - Floor Plans
 - General Notes including; design code used, design loads, strength and grades of concrete, masonry, steel and/or other materials.
 - Structural elements
 - Welding requirements
 - Schedule for steel beams, lintels, etc.
 - Co-ordination with Architectural, Mechanical and Electrical drawings.
- ix. Mechanical
- Demolition Plans
 - Floor Plans
 - Re-development or replacement of existing mechanical systems
 - Show all major duct-work and piping, sized and shown on drawings including layout of all mechanical and transformer rooms, Include cross sections of mechanical duct-work and piping in mechanical room and other congested areas
 - Identify mechanical components either on schedule shown on drawings, or in specification.
 - Complete diffuser locations
 - Complete control specification at 50% stage including sequences of operation of all mechanical systems.
 - Mechanical control schematics, sequence of operation for each mechanical system, electrical control schematics, D.C. input/output points schedule.
 - Testing, Adjusting and Balancing Plan
 - Co-ordination with Architectural, Structural and Electrical drawings.



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- x. Electrical
 - Floor Plans
 - Lighting layout, showing circuits, switching information, fixture types
 - Power and system layout showing circuits and panel locations
 - Electrical room equipment layout
 - Communication system layout and diagrams
 - Light fixture cuts
 - Security Electronics layout and design
 - Single line diagrams
 - Co-ordination with Architectural, Structural and Mechanical drawings
 - e. 99% Submission Deliverables
 - i. Submit written response to RCMP review comments made at 50% stage
 - ii. Submit written peer review reports.
 - iii. All working drawings and specifications -fully complete and coordinated with AMES drawings and with the Specs
 - iv. All drawings and specs to be signed and sealed
 - v. Submit the completed commissioning plan including a maintenance schedule.
 - vi. Submit one copy of updated Cost Plan, Class “A” (+/- 5%) project cost estimate
 - vii. Submit one copy of updated project schedule
 - viii. Submit drawings and spec to HRDC, Labour Program Fire Protection Engineering Services for approval.
 - ix. Specifications:
 - 99% edited specifications
 - x. Architectural and Interior Design
 - Complete set of coordinated construction drawings suitable for tender call, including all details of building layout, interiors and elemental finishing schedule.
 - Provide final code review
 - One copy of the complete colour schedules, including textures, sheens, super graphics, colour chips and material samples.
 - Complete coordination with Structural, Mechanical and Electrical drawings to provide 99% completion.
 - xi. Structural
 - Complete set of coordinated construction drawings, including details, sections, plans and schedules.
 - Information on drawings must fully comply with code, standards and Statement of Work.
 - xii. Mechanical
 - Complete set of coordinated construction drawings suitable for tender call, including mechanical layout of mechanical rooms, fire protection system,



- ventilation system. Heating and plumbing systems, air conditioning systems and control specifications.
- Complete coordination with other disciplines to achieve 99% completion.
- xiii. Electrical
- Complete set of coordinated construction drawings suitable for tender call, including lighting, power, communications, fire alarm, security electronics and control specifications.
 - Complete coordination with other disciplines to provide 99% completion.
- f. 100% Submission Stage - Final Tender Documents
- i. All drawings and specifications, 100% reviewed and coordinated for tender call
 - ii. All specification sections and an index of specifications. The specifications shall consist of typed and edited NMS sections.
 - iii. Submit updated project implementation schedule.
 - iv. Incorporate RCMP comments made at the 99% stage, either in the documents themselves if time allows, or as an Addendum during the tendering period.
 - v. Revised Class “A” level cost estimate, if required
 - vi. Submit original reproducible drawings and specifications signed and sealed, for tendering purposes as well as a set of digitized specifications in PDF book marked by section and drawing files in PDF, signed and sealed, on CD or by email, as requested by the Project Manager.
 - vii. Submit and obtain formal acceptance on plans and specifications required by the Inspection Authorities before tender call.

3.8 Submissions, Review, and Approval Process

1. Submissions:

- a. Provide all required submissions, either to, or as directed by the Project Manager.
- b. Provide required sets of Construction Drawings and Specifications to the Project Manager for review at the 50%, 99% submission stages.
- c. Provide one original set of Construction Drawings and Specifications to the Project Manager ready for tender.
- d. The purpose of review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance.
- e. The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the Statement of Work.
 - i. RCMP Design Review
 - ii. Peer Design Review
 - iii. Other Authorities having Jurisdiction Review.

4.0 Tendering Services:



4.1 General Requirements

1. The RCMP will undertake the public tendering of the Project.
2. The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all the requirements of the Statement of Work:
 - a. Document Interpretation
 - b. Addenda

5.0 Construction Administration Services:

5.1 General

1. The Consultant shall perform the following services in accordance with the terms and conditions of the Agreement and all the requirements of the Statement of Work:
 - a. Construction Safety Reviews
 - b. Project Schedule monitoring and advisement
 - c. Monthly construction progress and quality assurance reports
 - d. Shop Drawing Reviews
 - e. Issuance of Site Instructions
 - f. Periodic Inspections
 - g. Development of Construction Change documents
 - h. Interim Inspection
 - i. Final inspection
 - j. Building Occupation
 - k. Record (As-built) Drawings and Specification
 - l. Warranty Inspection

5.2 Construction Project Meetings

1. The Prime Contractor shall arrange meetings as deemed suitable, throughout the entire construction period, for all members of the project team to attend, including representatives from:
 - a. End- Users
 - b. Prime Consultant
 - c. Prime Consultant's Sub-Consultants as determined by the Project Manager.
 - d. Contractor and their Subcontractors
2. It is expected that there will be a minimum of 11 on-site construction project meetings and no more than 14 meetings on site for the first priority implementation phase and a minimum of 5 on-site construction project meetings and no more than 7 meetings on site for the second priority implementation phase. References to site would normally mean the construction site at the RCMP Forensic Laboratory and/or the "F" Division Headquarters Building in Regina, SK. Conference calls will be coordinated as required to review project status and work through challenges and issues.



3. The Consultant shall include in the contract documents the requirement for the Contractor to attend the meetings and conference calls.
4. The Prime Consultant should be personally available to attend all design and construction meetings and respond to inquiries within three (3) working days of the Project Manager's request, in the locality of the place of the work, from the date of the award of the Consultant's contract, until final inspection and turnover. Sub-consultants should make themselves available to attend design and construction meetings where it makes the most sense and when it enables the sub consultants to verify completion of work in relation to progress claims made by the General Contractor for work completed.
5. Review previous minutes for errors in fact, omissions or other discrepancies and ensure that previous records are accepted by all parties and that their acceptance is recorded.
6. Meetings will normally be held at the construction site.
7. The Consultant shall attend meetings and conference calls, cooperate and coordinate with the Contractor, and the consultant shall record the issues and decisions and prepare and distribute minutes within 72 hours of the meeting.
8. The Project Authority will provide space within the Laboratory Building for the purposes of holding Project Meetings.

5.3 Commissioning

1. Establish Design Criteria, functional and operational requirements, if not already established in the RFP or Statement of Work. Full Commissioning is not required for this facility. The intent is to design, check and verify that all building systems are functioning to the design specifications.
2. Prepare a preliminary Commissioning Activities plan.
3. Direct and monitor the testing adjusting and balancing processes to ensure compliance with the Statement of Work and the approved commissioning plan.
4. Plan the performance verification (PV) activities, processes and their output, including development of project-specific:
 - a. Installation / Start-up Check Lists
 - b. Product Information (PI) Report Forms and Performance Verification (PV) Report Forms, and
 - c. Design data to PI and PV report forms
5. Prepare a Training plan.



6. Identify Contractor and subcontractor PV and testing responsibilities,
7. Review shop drawings and product data and accompanying Product Information (PI) as completed by the Contractor,
8. Ensure that all systems have been properly verified, balanced etc. in compliance with the Performance Specifications and Commissioning Plan, prior to occupancy.
9. Submit three (3) hard copies and one (1) electronic copy of the completed Maintenance Manuals and Maintenance Schedule to the Project Manager.
10. Ensure that all required training and operating system demonstrations have been properly conducted and completed.
11. Identify and verify the rectification of all outstanding deficiencies,
12. Assist in the resolution of all issues relating to commissioning,
13. Prepare "as-built" documentation (plans and specifications) as described elsewhere in the RFP or Statement of Work,
14. Recommend acceptance of the completed project,

6.0 Post-Construction Services:

6.1 General

1. The Consultant shall perform the following services, in accordance with the terms and conditions of the Agreement and all requirements of this RFP
2. Ten-Month Warranty Inspection.
3. Final Warranty Inspection.



Annex "B" – Security Requirement Checklist (SRCL)



Contract Number / Numéro du contrat 201403650
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine RCMP		2. Branch or Directorate / Direction générale ou Direction National Project Delivery Office - Regina	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Architectural and Engineering Design Services (Consultants) for the following project: - Renovation and Fit-Up of the existing RCMP Forensic Laboratory to Office Space located in Regina, SK.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat 201403650
Security Classification / Classification de sécurité

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux: _____		

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TBS/ECT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat 201403650
Security Classification / Classification de sécurité

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Informations / Biens / Production																
IT Media / Support IT / IT Linc / Linc électroniques																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Annex “C” – Basis of Payment and Declaration Form

Project Title: _____

Bidder (Architect) Name: _____

Address: _____

Contact Person: _____

Phone number: (____) ____-____ Fax number: (____) ____-____

Email: _____@_____

Procurement Business Number: _____

<p>Type of Organization:</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Corporation</p> <p><input type="checkbox"/> Joint Venture</p>	<p>Size of Organization:</p> <p>Number of Employees: _____</p> <p>Graduate Architects/Prof. Engineers _____</p> <p>Other Professionals _____</p> <p>Technical Support _____</p>
---	--

This Declaration forms part of the proposal. Failure to include such representation and warranty with the proposal by executing the signature block below will render the proposal as non-responsive.

Declaration:

I, the undersigned, being a principal of the Bidder, hereby certify that the information given on this form and in the attached Proposal is accurate to the best of my knowledge.

Name (print): _____

Capacity: _____

Signature _____



Instructions to Bidder:

1. Complete Basis of Payment and Declaration Form and submit in a separate sealed envelope as per the Bid Preparation Instructions of the RFP with the Bidder's name, Solicitation Number, and "Basis of Payment and Declaration Form" typed on the outside.
2. Basis of Payment and Declaration Forms are not to include GST/HST and will be evaluated in Canadian Dollars.
3. Bidders are not to alter or add information to the form.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Bidders must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed.
5. Due to a Construction Cost Limit of **\$6,121,514.00 (not including GST)**, the Bidder shall provide fixed fees for each Service identified in **Part A – Fixed Fees for Services**, herein.
6. The Bidder shall provide a single fixed hourly rate for each category of personnel of each consultant and sub-consultant for the duration of any resulting Contract.
7. The single fixed hourly rate identified for each category of personnel of each consultant and sub-consultants shall be the rate paid for the performance of such services regardless of whether the services are performed by the originally proposed resource or by any proposed back-up/alternate resource.

Note to Bidder:

1. All Basis of Payment and Declaration Form envelopes corresponding to responsive Bids which have achieved an overall score of 60% in the rated requirements (minimum of 60% for each criterion) are opened upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.
2. All price proposals which are greater than twenty-five percent (25%) above and twenty-five percent (25%) below the average price will be set aside and will receive no further consideration.
3. Only Part A – Fixed Fee for Services will be used for Evaluation.



Part A – Fixed Fees for Services:

Service:	Fixed Fee (CAD):
Pre – Design Services	\$ _____
Design Development	+ \$ _____
Construction Documents 50%	+ \$ _____
Construction Documents 99%	+ \$ _____
Tender Documents	+ \$ _____
Construction Administration Services	+ \$ _____
Post-Construction Services	+ \$ _____

Total for Part A: (FOR EVALUATION PURPOSES)	= \$ _____
--	------------

Part B – Single Fixed Hourly Rates for Services (ie. Change requests and Ad/hoc Work)

1. Architect (Prime Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____
Administrative Resource	\$ _____
Cost Specialist	\$ _____



2. Mechanical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

3. Structural Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____

4. Electrical Engineering (Sub-Consultant)

Category of Personnel:	Firm Hourly Rate:
Partners or Principals	\$ _____
Senior Resource	\$ _____
Intermediate Resource	\$ _____
Junior Resource	\$ _____



Signature of Consultant or Joint Venture Consultants:

The Consultant agrees to provide all services requested in the RFP. If any proposal is submitted by a partnership or joint venture, then the information is required from each component entity.

.....
Name	Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
Name	Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....
Name	Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture



Annex “D” – Doing Business

<< *Separate Attachment* >>



Annex “E” – Team Identification Form

The Prime Consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law.

A. Prime Consultant

1. Architect - Bidder

Firm or Joint Venture Name:

Key Individuals and provincial professional licensing status:

.....
.....
.....
.....
.....

B. Key Sub-Consultants / Specialists:

2. Mechanical Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

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.....
.....
.....
.....



3. Structural Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

.....
.....
.....
.....
.....

4. Electrical Engineer

Firm Name:

Key Individuals and provincial professional licensing status:

.....
.....
.....
.....
.....



Annex “F” – Evaluation Criteria

Bidder Instructions: The Bidder is requested to respond to the Evaluation Criteria using the table formats below.

Note to Bidders: Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes. If any of the requirements under this section is omitted from the Bid, it will be set aside without further consideration and the Bid will be considered to be non-responsive. In the case of any Mandatory Criteria, a lack of supporting information will render the Bid non-responsive and will be set aside without further consideration.

The Bidder must make clear references to the candidates’ curriculum vitae (CV) or résumé for each stated claim in the contractor’s response (where applicable). Complete details demonstrating how a Bidder meets each Evaluation Criteria must be provided, including reference to where, when and how experience was obtained and how it relates to each requirement.

MANDATORY REQUIREMENTS

At bid closing time, the Bidder must :

- a) comply with the following Mandatory Requirements; and
- b) achieve an individual criterion pass mark of 60% and a minimum overall Technical Score of 60% **(510 out of the 850 points available)**.
- c) provide the necessary documentation to support compliance.

Any Bid which fails to meet the following Mandatory Requirements will be considered non-responsive and will not be given further consideration. Each requirement should be addressed separately.

#	Mandatory Requirements	MET (Yes/No)	Demonstrate HOW the requirement is Met (Cross reference to resource resume as applicable)
M1	The Bidder must be authorized to provide architectural and engineering services, and the Consultant team must include an architect, a mechanical engineer, an electrical engineer and a structural engineer, licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by Provincial or Territorial law in the province of Saskatchewan. ** Bidder’s must indicate current license or how they intend to meet the provincial licensing requirements.		
M2	The Bidder’s Consultant Team must include personnel to carry out all Work identified in Annex “A” – Statement of Work, in: Architecture, Mechanical Engineering, Electrical Engineering, and Structural Engineering.		
M3	The Bidder must identify the name of the Bidder firm, and any key Sub-Consultant firms, Key Specialists, and key		



	<p>personnel, if applicable, to be assigned to the project, along with their licensing and professional affiliation(s). An example of an acceptable format for submission of the team identification information is provided in Annex “E”.</p>		
--	--	--	--

RATED REQUIREMENTS

Each Technical Proposal that meets all the Mandatory Requirements specified above will be evaluated and scored in accordance with the following point-rated evaluation criteria. All Point-Rated Evaluation Criteria will be allocated points using “**Evaluation Table 1**” (as identified below).

#	Rated Requirement	Max Score	Score	Substantiating Detail (Explanation)
R1	<p><u>Past Achievements on Projects (Project Team):</u></p> <p>The Bidder should describe their accomplishments, achievements and experience as a Prime Consultant on projects. Select two (2) projects undertaken, within the last eight (8) years, to the construction completion stage that have similarities to a renovation/fit-up of a commercial/industrial facility for office accommodations. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. An explanation on how each listed past project is comparable/relevant to the current project requirement. (25 Points) 2. A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions. (25 Points) 3. An explanation of any variance in budget between the original project budget, the contract price, and final construction cost, and how the variance was managed. (10 Points) 4. An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. (10 Points) 5. The names of key personnel responsible for project delivery and their roles. (5 Points) 	75		



<p>R2</p>	<p><u>Past Achievements of Key Sub-Consultants and Specialists:</u></p> <p>The Bidder should describe the accomplishments, achievements and experience of the Sub-Consultants or Specialists, either as the Prime Consultant or in a Sub-Consultant capacity on projects. Select two (2) projects undertaken within the last eight (8) years, to the construction completion stage, that have similarities to a renovation/fit-up of a commercial/industrial facility for office accommodations. Submissions from joint ventures are, together, not to exceed the two (2) projects.</p> <p><u>Allocation of Points:</u></p> <ol style="list-style-type: none"> 1. An explanation on how each listed past project is comparable/relevant to the current project requirement. (25 Points) 2. A brief description of the intent of each project including a discussion of design philosophy and approach to meet the intent, design challenges, and resolutions. (25 Points) 3. An explanation of any variance in budget between the original project budget, the contract price, and final construction cost, and how the variance was managed. (10 Points) 4. An explanation of any variance in project schedule control and management between the initial schedule at project initiation and final completion date, and how the variance was managed. (10 Points) 5. The names of key personnel responsible for project delivery and their roles. (5 Points) 	<p style="text-align: center;">75</p>		
<p>R3</p>	<p><u>Client References on Past Projects:</u></p> <p>The Bidder should identify client references for each project described in R1.</p> <p><u>Allocation of Points:</u></p> <p>Points will be awarded for the quality of each review with the identified client references, and allocated as follows:</p> <ol style="list-style-type: none"> 1. Quality of client reference for past projects described in R1 for Budget Management. 	<p style="text-align: center;">50</p>		



	<p>(10 Points)</p> <p>2. Quality of client reference for past projects described in R1 for Schedule Management. (10 Points)</p> <p>3. Quality of client reference for past projects described in R1 for Communication / Collaborative team work. (10 Points)</p> <p>4. Quality of client reference for past projects described in R1 for Client Satisfaction. (15 Points)</p> <p>5. Client reference information provided including, but not limited to: names, address, phone number, email address. (5 Points)</p>			
<p>R4</p>	<p><u>Past Achievements of Key Personnel on Projects:</u></p> <p>The Bidder should describe the experience and performance of key personnel to be assigned to this project, regardless of their past association with the current Bidder firm. This is the opportunity to emphasize the strengths of the individuals on the team, and to recognize their past responsibilities, commitments and achievements.</p> <p><u>Allocation of Points:</u></p> <p>1. Brief CV's of a maximum of two (2) senior project personnel of the Prime Consultant's staff who will be assigned to this project. (10 Points)</p> <p>2. Brief CV's of a maximum of two (2) project personnel of each Sub-Consultant's or Specialist's staff who will be assigned to this project. (10 Points)</p> <p>3. Professional Accreditation, accomplishments, achievements, and awards of each team member. (10 Points)</p> <p>4. Relevant project experience, expertise, competence, number of years of experience of each team member. (10 Points)</p> <p>5. Role, responsibility and degree of involvement on past relevant projects of each team member. (5 Points)</p>	<p>50</p>		



	<p>6. The extent to which each team member has successfully performed services for projects comparable to the current project requirement. (5 Points)</p>			
R5	<p><u>Understanding of the Project:</u></p> <p>The Bidder is to demonstrate their understanding of the goals of the current project requirement, the functional/technical requirements, the constraints and the issues that will shape the end product.</p> <p><u>Allocation of Points:</u></p> <p>1. Clearly identify the Functional and Technical Requirements, and demonstrating the goals of the current project requirement. (55 Points)</p> <p>2. Clearly identify the significant issues, challenges and constraints related to the current project requirement. (40 Points)</p> <p>3. Review the Project Schedule, as presented in Annex “A” – Statement of Work, and clearly identify/assess risk management elements that may affect the current project requirement. (40 Points)</p> <p>4. Review the cost information identified throughout the RFP, and clearly identify/assess risk management elements that may affect the current project requirement budget. (40 Points)</p>	175		
R6	<p><u>Scope of Services:</u></p> <p>The Bidder should demonstrate their capability to perform the services and meet project challenges.</p> <p><u>Allocation of Points:</u></p> <p>1. <u>Scope of Services</u> – Provide a detailed list of anticipated services required to fulfill the obligations of this current project requirement. (40 Points)</p> <p>2. <u>Work Plan</u> – Provide an example of a detailed breakdown of work, tasks, and deliverables anticipated for this current project requirement. (35 Points)</p>	150		



	<p>3. <u>Project Schedule</u> – Provide an example of a detailed schedule, showing major milestones and critical path elements. (35 Points)</p> <p>4. <u>Risk Management Strategy</u> – Clearly identify, and provide a Risk Management Strategy that relates to the current project requirement. (20 Points)</p> <p>5. <u>Sustainable Development</u> – Clearly identify initiatives that should be considered within the implementation of this current project requirement, how they may be measured, and whether they would have a significant impact on the project budget. (20 Points)</p>			
<p>R7</p>	<p><u>Management of Services:</u></p> <p>The Bidder should provide their logistics approach and their team management structure and organization.</p> <p><u>Allocation of Points:</u></p> <p>1. Identify the approach to working with the RCMP within the confines of an occupied facility, and provide an understanding of the required interconnectedness of the physical plant at the Academy and the Laboratory Building. (30 Points)</p> <p>2. Provide organization charts to demonstrate the Team’s structure, including responsibilities and reporting relationships of the Consultant, Sub-Consultant and Specialists; clearly identify the roles, responsibilities and assignments of key personnel on the project, and clearly indicate what backup support will be provided within each discipline.</p> <p><i>**If the Bidder proposes to provide multi-disciplinary services which might otherwise be performed by a Sub-Consultant, this should be indicated here. Include Joint Venture plan, if applicable.</i> (55 Points)</p> <p>3. Clearly articulate the expected quality control techniques to be utilized by all disciplines along with a defined peer review structure and process. (30 Points)</p> <p>4. Clearly articulate the expected cost control techniques</p>	<p>175</p>		



Evaluation Table 1:

0%	The Bidder did not submit information to be evaluated.
10%	The information submitted is unacceptable and does not meet the rated requirement. The weaknesses cannot be corrected. The Bidder lacks the qualifications and experience. The proposed Team is not likely able to meet the current project requirements. The sample projects demonstrated have no relation with the current project requirement. The Bidder's capability is unacceptable. The Bidder receives 10% of the available points for this element.
20%	The information submitted is extremely poor and generally does not meet the rated requirement. It is doubtful that the weaknesses can be corrected. There are obvious and serious lapses with the Bidder's qualifications and experience. The proposed Team is missing key components and the overall experience is low. The sample projects demonstrated are most likely not related to the current project requirement. The Bidder's capability is extremely poor, and insufficient to meet performance requirements. The Bidder receives 20% of the available points for this element.
30-40%	The information submitted lacks sufficient detail to meet the rated requirement. The weaknesses can most likely be corrected. The Bidder lacks sufficient qualifications and experience. The proposed Team is generally weak, and is either missing components, or lacking overall experience. The sample projects demonstrated are generally not related to the current project requirement. The Bidder has little capability to meet performance requirements. The Bidder receives between 30% and 40% of the available points for this element, based on the Evaluation Team consensus.
50%	The information submitted barely meets the rated requirement. The weaknesses are easy to correct. The Bidder has only minimum qualifications and experience. The proposed Team is capable of minimally fulfilling the current project requirement. The sample projects demonstrated are somewhat related to the current project requirement. The Bidder has an acceptable capability, and should be able to meet minimum performance requirements. The Bidder receives 50% of the available points for this element.
60-70%	The information submitted satisfies the rated requirement. There are no significant weaknesses identified. The Bidder is adequately qualified and experienced. The proposed Team covers all components and will most likely completely fulfill the current project requirement. The sample projects demonstrated are related to the current project requirement. The Bidder has average capability, and should be adequate for effective results. The Bidder receives between 60% and 70% of the available points for this element, based on the Evaluation Team consensus.
80-90%	The information submitted more than satisfies the rated requirement. There are no apparent weaknesses present. The Bidder is well qualified and experienced. The proposed Team is quite strong, with some members previously working together. The sample projects demonstrated are directly related to the current project requirement. The Bidder has superior capability and should ensure effective results. The Bidder receives between 80% and 90% of the available points for this element, based on the Evaluation Team consensus.
100%	The information submitted exceeds the rated requirement. There are no weaknesses. The Bidder is highly qualified and experienced. The proposed Team is exceptional, and has previously worked effectively together on comparable assignments to the current project requirement. As per the sample projects demonstrated, the Bidder has taken the lead with work directly related to the current project requirement. The Bidder is exceptionally capable, and should ensure extremely effective results. The Bidder receives 100% of the available points for this element.



Annex “G” – Security Clearance Guidelines and Documents

This Annex has been included to provide Bidders with RCMP’s Security Clearance Guidelines and provide some of the necessary documents which must be completed by persons who do not currently hold a valid RCMP Reliability Status Clearance issued by RCMP’s Departmental Security Unit, and/or Personnel Security Unit.

Only the successful Consultant receiving a Contract as a result of this solicitation will be required to either review, or complete the following documents:

1. RCMP Security Clearance Requirements (Law Enforcement Checks) – Guidelines **(to be reviewed – provided at Contract Award)**
2. Contractor Consultant Information Sheet **(to be completed – provided at Contract Award)**
3. TBS 330-23E – Personnel Screening Consent and Authorization Form **(to be completed – provided)**
 - a. TBS 330-23E – Residence (Additional Information) Form **(to be completed, if required – provided)**
 - b. Sample Document of Completed TBS 330-23E – Personnel Screening Consent and Authorization Form **(to be reviewed – provided)**
4. TBS 330-60E – Security Screening Form **(to be completed – provided)**
 - a. Sample Document of Completed TBS 330-60E – Security Screening Form **(to be reviewed – provided)**
5. Security/Reliability Interview Pre-Interview Questionnaire **(to be completed – provided at Contract Award)**

** It is the Prime Consultant’s responsibility to ensure all necessary forms are accurately completed, and submitted to the RCMP on a timely basis, following Contract Award.

** Some of the above noted documents are included on subsequent pages of this Invitation to Tender document



3. **TBS 330-23E – Personnel Screening Consent and Authorization Form**



Government of Canada / Gouvernement du Canada

PROTECTED (when completed)

PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)							
<input type="checkbox"/> New	<input type="checkbox"/> Update	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Transfer	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Re-activation		
The requested level of reliability/security check(s)							
<input type="checkbox"/> Reliability Status	<input type="checkbox"/> Level I (CONFIDENTIAL)	<input type="checkbox"/> Level II (SECRET)	<input type="checkbox"/> Level III (TOP SECRET)				
<input type="checkbox"/> Other	_____						
PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT							
<input type="checkbox"/> Indeterminate	<input type="checkbox"/> Term	<input type="checkbox"/> Contract	<input type="checkbox"/> Industry	<input type="checkbox"/> Other (specify secondment, assignment, etc.) _____			
Justification for security screening requirement							
Position/Competition/Contract number			Title			Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)			If term or contract, indicate duration period		From	To	
Name and address of department / organization / agency			Name of official		Telephone number ()	Facsimile number ()	
B BIOGRAPHICAL INFORMATION (To be completed by the applicant)							
Surname (Last name)		Full given names (no initials) underline or circle usual name used			Family name at birth		
All other names used (i.e. Nickname)		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth Y M D		Country of birth		Date of entry into Canada if born outside Canada Y M D
RESIDENCE (provide addresses for the last five years, starting with the most current) Home address				Daytime telephone number ()		E-mail address	
1	Apartment number	Street number	Street name		Civic number (if applicable)	From Y M	To present
	City		Province or state	Postal code	Country	Telephone number ()	
2	Apartment number	Street number	Street name		Civic number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	Telephone number ()	
Have you previously completed a Government of Canada security screening form?				<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give name of employer, level and year of screening. Y	
CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)							
Have you ever been convicted of a criminal offence for which you have not been granted a pardon?				<input type="checkbox"/> Yes <input type="checkbox"/> No			
				If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction)			
Charge(s)			Name of police force			City	
Province/State			Country			Date of conviction Y M D	



Government of Canada
Gouvernement du Canada

**PERSONNEL SCREENING,
CONSENT AND AUTHORIZATION FORM**

PROTECTED (when completed)

Surname and full given names		Date of birth		
		Y	M	D

C. CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				()
2. <input type="checkbox"/> Criminal record check				()
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				()
4. <input type="checkbox"/> Loyalty (security assessment only)				()
5. <input type="checkbox"/> Other (Law Enforcement Records Checks)				()

The Privacy Act Statement
The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the Government Security Policy. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

Signature

Date (Y/M/D)

D. REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)

Name and title	Telephone number
Address	Facsimile number

E. APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status

Approved Reliability Status Not approved

Name and title

Signature

Date (Y/M/D)

Security Clearance (if applicable)

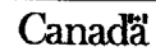
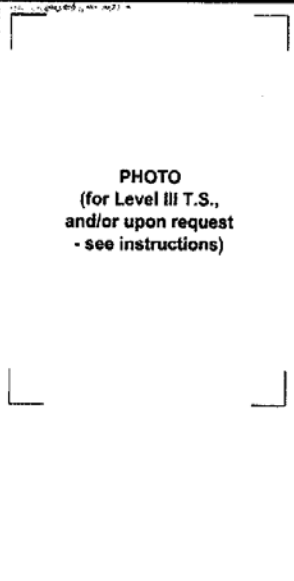
Level I Level II Level III Not recommended

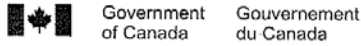
Name and title

Signature

Date (Y/M/D)

Comments





INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02) Once completed, this form shall be safeguarded and handled at the level of Protected A.

General: If space allotted in any portion is insufficient please use separate sheet using same format.

1. Section A (Administrative Information) Authorized Departmental/Agency/Organizational Official The Official, based on instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

SUPPLEMENTAL INFORMATION REQUIREMENTS Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the Security Clearance Form (TBS/SCT 330-60), are required to submit an original Personnel Screening, Consent and Authorization Form, with the following parts completed:

- Part A - As set forth in each question
Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.
Part C - Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

2. Section B (Biographical Information) To be completed by the applicant. If more space is required use a separate sheet of paper. Each sheet must be signed.

Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the National Defence Act are to be included as well as convictions by courts-martial are to be recorded.

3. Section C (Consent and Verification) A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

Consent: may be given only by an applicant who has reached the age of majority, otherwise, the signature of a parent or guardian is mandatory.

The age of majority is: 19 years in Nfld., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut; 18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the " applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space. - Reliability Screening (for all types of screening identified within Section A): complete numbers 1 and 2 and 3 if applicable. - Security Clearance (for all types of screening identified within Section A): complete numbers 1 to 4 and 5 where applicable. - Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

4. Section D (Review) To be completed by authorized Departmental/Agency/Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

5. Section E (Approval) Authorized Departmental/Agency/Organizational Security Official refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve reliability status and/or security clearances. Approved Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only. Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Screening Certificate and Briefing Form (TBS/SCT 330-47)". Note: Private sector organizations do not have the authority to approve any level of security screening.

Photographs: Departments/Agencies/Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.



3a) **TBS 330-23E – Residence (Additional Information) Form**

Surname	Date of birth
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PROTECTED A (When completed)

RESIDENCE (Additional Information)

3	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
4	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
5	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
6	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
7	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
8	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
9	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
10	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
11	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
12	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					
13	Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
	City		Province or state	Postal code	Country	
	Telephone number					



3b) **Sample of Completed TBS 330-23E – Personnel Screening Consent & Authorization Form**

SAMPLE OF COMPLETED Document
1 of 3

Government of Canada / Gouvernement du Canada

PROTECTED (when completed)

Reference number	Department/Organization number	File number
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PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Department/Agency/Organizational Official)							
<input type="checkbox"/> New		<input type="checkbox"/> Update		<input type="checkbox"/> Upgrade		<input type="checkbox"/> Transfer	
<input type="checkbox"/> Supplemental		<input type="checkbox"/> Re-activation		The requested level of reliability/security check(s)			
<input type="checkbox"/> Reliability Status		<input type="checkbox"/> Level I (CONFIDENTIAL)		<input type="checkbox"/> Level II (SECRET)		<input type="checkbox"/> Level III (TOP SECRET)	
<input type="checkbox"/> Other _____							
PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT							
<input type="checkbox"/> Indefinite		<input type="checkbox"/> Term		<input type="checkbox"/> Contract		<input type="checkbox"/> Industry	
<input type="checkbox"/> Other (specify secondment, assignment, etc.) _____							
Justification for security screening requirement _____							
Position/Competition/Contract number				Title		Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)				If term or contract, indicate duration period		From	To
Name and address of department / organization / agency				Name of official		Telephone number	Facsimile number
B BIOGRAPHICAL INFORMATION (to be completed by the applicant)							
Surname (last name)		Full given names (no initials) underline or circle usual name used			Family name at birth		
SMITH		John (nomiddle name)			SMITH		
All other names used (i.e. Nickname)		Sex	Date of birth		Country of birth		Date of entry into Canada if born outside Canada
Johnny		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	11/9/60		CANADA		
RESIDENCE (provide addresses for the last five years, starting with the most current)				Daytime telephone number		E-mail address	
Home address				(306) 201-1433		JSmith@telus.net	
1	Apartment number	Street number	Street name		Civic number (if applicable)	From	To
		1257	Cooper Avenue			20110011	present
	City	Province or state	Postal code	Country	Telephone number		
	PEACE RIVER	ALBERTA	T63 2X9	CANADA	(780) 261-1493		
2	Apartment number	Street number	Street name		Civic number (if applicable)	From	To
			12-13-57-W2			201090320110011	
	City	Province or state	Postal code	Country	Telephone number		
	GRAND CACHE	ALBERTA	T0G 7X3	CANADA	(780) 234-2102		
Have you previously completed a Government of Canada security screening form?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give name of employer, level and year of screening.	
						CORRECTIONAL SERVICES CANADA 201011	
CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)							
Have you ever been convicted of a criminal offence for which you have not been granted a pardon?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give details, (charge(s), name of police force, city, province/state, country and date of conviction)	
Charge(s)		Name of police force		City			
DRIVING UNDER THE INFLUENCE OF ALCOHOL		EDMONTON POLICE SERVICE		EDMONTON			
Province/State		Country		Date of conviction			
ALBERTA		CANADA		201011012011			



2 of 3

Surname **SMITH, John (nomiddle name)** Date of birth **1960-01-27** **PROTECTED A (When completed)**

RESIDENCE (Additional Information)

Apartment number	Street Number	Street Name	Civic Number (if applicable)	From Y M	To Y M
3		1-87-18-W4		2007 01	2009 03
City		Province or state	Postal code	Telephone number	
SASKATOON		SASKATCHEWAN	S0G3C0	(306) 231-7192	
4	20	HILL AVENUE		2004 01	2007 01
City		Province or state	Postal code	Telephone number	
CALGARY		ALBERTA	T0G3C0	(403) 239-7186	
5					
City		Province or state	Postal code	Telephone number	
6					
City		Province or state	Postal code	Telephone number	
7					
City		Province or state	Postal code	Telephone number	
8					
City		Province or state	Postal code	Telephone number	
9					
City		Province or state	Postal code	Telephone number	
10					
City		Province or state	Postal code	Telephone number	
11					
City		Province or state	Postal code	Telephone number	
12					
City		Province or state	Postal code	Telephone number	
13					
City		Province or state	Postal code	Telephone number	



3 of 3

Surname and full given names: SMITH, John (nomiddle name) Date of birth: 1960 ^Y 01 ^M 27 ^D

C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input checked="" type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references	<u>JS</u>			()
2. <input checked="" type="checkbox"/> Criminal record check	<u>JS</u>			()
3. <input checked="" type="checkbox"/> Credit check (financial assessment, including credit records check)	<u>JS</u>			()
4. <input checked="" type="checkbox"/> Loyalty (security assessment: only)	<u>JS</u>			()
5. <input checked="" type="checkbox"/> Other (Law Enforcement Records Checks)	<u>JS</u>			()

The Privacy Act Statement
The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screenings required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 017 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 005 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the *Government Security Policy*. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

John Smith Signature Date (Y/M/D) 2011-12-01

D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)

Name and title: _____ Telephone number: _____
Address: _____ Facsimile number: _____

E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

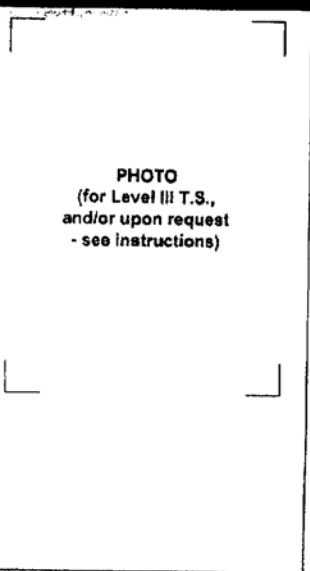
Reliability Status
 Approved Reliability Status Not approved

Name and title: _____
Signature: _____ Date (Y/M/D): _____

Security Clearance (if applicable)
 Level I Level II Level III Not recommended

Name and title: _____
Signature: _____ Date (Y/M/D): _____

Comments: _____





4. **TBS 330-60E – Security Screening Form**

Government of Canada / Gouvernement du Canada

PROTECTED (When completed)

Reference number	Department number	File number
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SECURITY CLEARANCE FORM

The Privacy Act Statement

The information on this form is required for the purpose of providing a security assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the Government Security Policy (GSP) of the Government of Canada and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. The information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personal Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personal Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personal Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

Please typewrite or print in block letters.

NOTE: Level I and II must complete sections A to J inclusive and P.
Level III must complete all sections.

A ADMINISTRATIVE INFORMATION (To be completed by Department/Agency/Organization)		
<input type="checkbox"/> New	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Update	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-activation
Department/Agency/Organization		Employee ID number/PRI/Rank and Service number (if applicable)
Level <input type="checkbox"/> I (CONFIDENTIAL) <input type="checkbox"/> II (SECRET) <input type="checkbox"/> III (TOP SECRET) <input type="checkbox"/> other _____		Organization number
B BIOGRAPHICAL INFORMATION (To be completed by the applicant)		
1. Surname (Last name)	2. Full given names (no initials) underline or circle usual name used	3. Family name at birth
4. All other names used (i.e. Nickname)	5. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	6. Date of birth Y M D
7. Place of birth (city) Province/State	Country	
8. Name change (other than marriage) From	To	
9. Place of change (city, province or state, and country)	10. Method (authority)	
C SECURITY SCREENING		
1. Have you previously completed a Government of Canada security screening form? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give name of department/agency/organization, and the year and level of clearance. Y
D MARITAL STATUS/COMMON-LAW PARTNERSHIP		
Current status <input type="checkbox"/> Married <input type="checkbox"/> Common-Law Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Single		
1		
A) CURRENT SPOUSE/COMMON-LAW PARTNER: Surname, given names	B) Maiden Name (if applicable)	C) Present citizenship of current spouse/common-law partner
D) Date of marriage/common-law partnership Y M D	E) City, province or state, and country of marriage/common-law partnership	
F) City, province or state, and country of birth	G) Date of birth Y M D	
H) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	I) If separated, widowed or divorced, specify date Y M D	
J) Name and address of employer (job title)		
2		
A) PREVIOUS SPOUSE/COMMON-LAW PARTNER: Surname, given names (cover only the past five years)		B) Present citizenship of former spouse/common-law partner
C) Date of marriage/common-law partnership Y M D	D) City, province or state, and country of marriage/common-law partnership	
E) Date of divorce/separation/deceased Y M D	F) City, province or state, and country of divorce	
G) Country of Birth (if known)	H) Date of birth Y M D	
E IMMEDIATE RELATIVES (including those living outside Canada) (see instructions)		
NOTE: Do not use initials		
1		
A) Full name (surname and all given names, including maiden name)	B) Relationship	
C) City, province or state, and country of birth	D) Date of birth Y M D	
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable) Y M D	
G) Name and address of employer	H) Job title	



Surname and full given names	PROTECTED (When completed)
	Date of birth: Y M D

E IMMEDIATE RELATIVES (continued)									
NOTE: Do not use initials									
2	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; padding: 2px;">A) Full name (surname and all given names, including maiden name)</td> <td style="width:40%; padding: 2px;">B) Relationship</td> </tr> <tr> <td style="padding: 2px;">C) City, province or state, and country of birth</td> <td style="padding: 2px;">D) Date of birth: Y M D</td> </tr> <tr> <td style="padding: 2px;">E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)</td> <td style="padding: 2px;">F) Date of death (if applicable): Y M D</td> </tr> <tr> <td style="padding: 2px;">G) Name and address of employer</td> <td style="padding: 2px;">H) Job title</td> </tr> </table>	A) Full name (surname and all given names, including maiden name)	B) Relationship	C) City, province or state, and country of birth	D) Date of birth: Y M D	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable): Y M D	G) Name and address of employer	H) Job title
A) Full name (surname and all given names, including maiden name)	B) Relationship								
C) City, province or state, and country of birth	D) Date of birth: Y M D								
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable): Y M D								
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G) Name and address of employer	H) Job title								

F CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)	
Have you ever been convicted of a criminal offence for which you have not been granted a pardon? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give details: (charge(s), name of police force, city, province/state, country and date of conviction)
Charge(s)	Name of police force City
Province/State	Country Date of conviction: Y M D

G FOR COMPLETION BY PERSONS BORN OUTSIDE CANADA OR BORN IN CANADA HOLDING DUAL CITIZENSHIP (see instructions)	
1. Date of entry into Canada: Y M D	2. Present citizenship
3. If you are a naturalized Canadian, give the certificate number and date of issue: Y M D Certificate No. _____	4. If you are not naturalized, have you applied for Canadian citizenship? Please provide copy of Immigrant Visa or Record of Landing documentation. <input type="checkbox"/> Yes <input type="checkbox"/> No Date of application: Y M D
5. Do you maintain citizenship of a country other than Canada? If yes, please provide the name of the country and explain why. <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Name of Country: _____ Explain: _____	6. Have you used a passport other than a Canadian one? If yes, explain why. <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Explain: _____



PROTECTED (When completed)

Surname and full given names						Date of birth						
						Y M D						
H RESIDENCE (there should be no gaps)												
List addresses where you have lived during the last 10 years, starting with the most current. (Rural address to include lot and civic number.)												
1	Apartment number	Street number	Street name			Civic number (if applicable)	From			To		
							Y	M			present	
City		Province or state		Postal code		Country		Telephone number ()				
2	Apartment number	Street number	Street name			Civic number (if applicable)	From			To		
							Y	M	Y	M		
City		Province or state		Postal code		Country		Telephone number ()				
3	Apartment number	Street number	Street name			Civic number (if applicable)	From			To		
							Y	M	Y	M		
City		Province or state		Postal code		Country		Telephone number ()				
4	Apartment number	Street number	Street name			Civic number (if applicable)	From			To		
							Y	M	Y	M		
City		Province or state		Postal code		Country		Telephone number ()				
5	Apartment number	Street number	Street name			Civic number (if applicable)	From			To		
							Y	M	Y	M		
City		Province or state		Postal code		Country		Telephone number ()				
I EMPLOYMENT (last 10 years) (see instructions for self-employed and consultants) (there should be no gaps)												
Would your employment be jeopardized if your current supervisor, below, is contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No												
If yes, provide the name of an alternate employment contact and telephone number.												
Were you dismissed or asked to resign from any position(s) as listed below? <input type="checkbox"/> Yes <input type="checkbox"/> No												
If yes, give name of employer, supervisor, and date.												
Name of employer				Supervisor				Position title		Date		
										Y M		
1	A) Name of employer - do not use initials (department/organization/agency, if applicable)					B) From		Y	M	To	present	
	C) Job-site address (street number, street name, city, province or state and country)											
	D) Job title/Description					E) Rank and service number (if applicable)						
	F) Supervisor's name in full						G) Supervisor's telephone number ()					
2	A) Name of employer - do not use initials (department/organization/agency, if applicable)					B) From		Y	M	To	Y	M
	C) Job-site address (street number, street name, city, province or state and country)											
	D) Job title/Description					E) Rank and service number (if applicable)						
	F) Supervisor's name in full						G) Supervisor's telephone number ()					
3	A) Name of employer - do not use initials (department/organization/agency, if applicable)					B) From		Y	M	To	Y	M
	C) Job-site address (street number, street name, city, province or state and country)											
	D) Job title/Description					E) Rank and service number (if applicable)						
	F) Supervisor's name in full						G) Supervisor's telephone number ()					
4	A) Name of employer - do not use initials (department/organization/agency, if applicable)					B) From		Y	M	To	Y	M
	C) Job-site address (street number, street name, city, province or state and country)											
	D) Job title/Description					E) Rank and service number (if applicable)						
	F) Supervisor's name in full						G) Supervisor's telephone number ()					

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Surname and full given names	Date of birth										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Y</td> <td style="width: 10%;">M</td> <td style="width: 10%;">D</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	Y	M	D							
Y	M	D									

J FOREIGN EMPLOYMENT

1. Are you now or have you ever been employed by or acted as a consultant for a foreign government, firm, or agency?

Yes No

If yes, give details (country, organization, nature of work and dates) include military (cadets), law enforcement and security intelligence employment:

SECTIONS "K" TO "O" MUST ALSO BE COMPLETED FOR LEVEL III ONLY

K TRAVEL

List countries visited within the last five years for personal travel and/or non-Government business, other than Canada, the USA and Mexico.

Country	Purpose	From		To	
		Y	M	Y	M

L FOREIGN ASSETS

Do you have any business, financial or personal assets outside Canada?

Yes No

If yes, list the relevant countries (exclude stocks and mutual funds purchased in Canada)

M CHARACTER REFERENCES IN CANADA (see instructions)

List three character references (non-family members) and one neighbourhood reference

1	Name in full (no initials)	Relationship	Period known
		Complete home address	
	Complete title and business address		Business Telephone Number ()
2	Name in full (no initials)	Relationship	Period known
	Complete home address		Telephone Number ()
	Complete title and business address		Business Telephone Number ()
3	Name in full (no initials)	Relationship	Period known
	Complete home address		Telephone Number ()
	Complete title and business address		Business Telephone Number ()

Neighbourhood reference (see instructions)

Name in full (no initials)	Telephone Number ()
Complete home address	Business Telephone Number ()

N EDUCATION

1. Name of the last school or university you attended full time	2. Student ID number (if known)	3. Location of institution	4. Period of attendance						
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">From</td> <td style="width: 10%;">Y</td> <td style="width: 10%;">M</td> <td style="width: 10%;">To</td> <td style="width: 10%;">Y</td> <td style="width: 10%;">M</td> </tr> </table>	From	Y	M	To	Y	M
From	Y	M	To	Y	M				
5. Field of study (Diploma or degree obtained)									

O MILITARY SERVICE

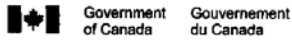
Military service in the Canadian Armed Forces: Regular, Reserves and Sea, Army and Air Cadets (from the period since your 16th birthday).

1. Name and last location	2. Rank and Service no.	3. Period of service						
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">From</td> <td style="width: 10%;">Y</td> <td style="width: 10%;">M</td> <td style="width: 10%;">To</td> <td style="width: 10%;">Y</td> <td style="width: 10%;">M</td> </tr> </table>	From	Y	M	To	Y	M
From	Y	M	To	Y	M			

P CERTIFICATION

I hereby certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.

1. Signature	2. Date	3. Telephone (Home)	3. Telephone (Business)			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Y</td> <td style="width: 10%;">M</td> <td style="width: 10%;">D</td> </tr> </table>	Y	M	D	()	()
Y	M	D				



INSTRUCTIONS FOR COMPLETION OF SECURITY CLEARANCE FORM TBS/SCT 330-60E (Rev. 2006-02)

General:

- Once completed this form shall be safeguarded and handled at the level of PROTECTED A.
- If clarification of information is required, a Canadian Government Official may contact the applicant to obtain additional information in order to complete the security screening investigation and an interview of the applicant may be requested.
- This form is to be completed using an automated system or if not available using a typewriter or printing in block letter format in black ink.
- Please read and follow these instructions carefully.
- The original signed copy must be submitted.
- It is important that a copy of the completed questionnaire be retained by the applicant for future reference.
- Incomplete or illegible forms will NOT be considered.
- All names are to be in full (no initials) (Maternal and Paternal or other names used).
- Addresses are to include, where applicable civic or township name and the lot and concession numbers.
- If information is not known or is unavailable please indicate this on the form and on a separate sheet of paper explain the cause of circumstance.
- All dates are to be entered in order of YEAR, MONTH, and DAY as applicable.
- If space allotted in any portion is insufficient please use separate sheet using same format.

Detailed Instructions:

SECTION A

- To be completed by the department, agency or organization.
- "Other" This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

SECTION B (Remainder of the form is to be completed by the applicant)

- Complete as requested.

SECTION C

- Complete as requested.

SECTION D

"common-law partner" - in relation to an applicant, means a person who is cohabiting with the individual in a conjugal relationship, having so cohabited for a period of at least one year. This includes persons of the same sex.

- 1. Includes current spouse and common-law partner as applicable.
- If any person is deceased, date of death and last address while living are to be shown.
- 2. Includes previous spouse and common-law partner as applicable during the last five years.
- If a person is deceased, date of death is to be shown in 2e.
- All other questions to be answered as set forth.

SECTION E

- Questions 1 to 8 - experience has shown that incomplete answers to these questions are the most common cause of delay. Please follow the instructions carefully.
- For all security clearance requests all Immediate Relative(s) information must be provided.
- Immediate family includes the following:
 - All children 18 years and over that you or your spouse or common-law partner have a parental relationship.
 - Your father, mother, brothers, sisters. Include "half" or "step" relatives in this category.
 - Your current spouse's or common-law partner's father and mother. Include "half" or "step" relatives in this category.

If any person is deceased, date of death and last address while living are to be shown.

SECTION F

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

SECTION G

- If a naturalized Canadian, it is important to show the certificate number, date of issue. Attach a photocopy of the certificate.
- If born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad.
- If not a Canadian Citizen indicate if application has been made for Citizenship. In this case, passport or identity card number and particulars should be recorded in box "6". Please provide copy of Immigrant Visa or Record of Landing documentation.
- Questions 5 and 6 - Attach a separate sheet of paper if more space is required. Each sheet must be signed.

SECTION H

- As set forth, ensuring current address is recorded first.
- The Postal code is mandatory for the current address, and if known, for previous addresses.
- For rural area, include civic number or lot, concession and township number.



SECTION I

- Record your present employment first.
- Please note that it may be necessary to contact your present employer.
- Time at school and periods of unemployment are also to be shown; (as well as, secondments, educational leave, and courses of over six months' duration; include supervisor or colleague's name).
- Job-site address is the address where your work is performed and may be different from your employer's address.

NOTE: If you are self-employed or a consultant, or have been self-employed or a consultant, provide the following:

- a) Name of employer - give your business name; if not applicable, give your name;
- b) No change;
- c) Job-site address - give your permanent business address; if not applicable, give your residence address;
- d) No change;
- e) No change;
- f) Supervisor's name - give a name of a person who can verify your employment;
- g) No change.

SECTION J

- Is related to determining past employment of security concern. A security official may ask for further details.

SECTION K

- Travel record is for less than six months, if more than this period it is to be recorded as residence in part "H".
- One day visits to countries, such as cruise stopover, do not have to be recorded.
- A security official may ask for details of travel.
- An employee or contractor on Canadian Government business is not required to record details of travel in this section.

SECTION L

- A security official may ask for details in terms of the type of assets and estimated value.

SECTION M

- Character references must be colleagues, peers, and friends who have known you well for over three years and should be able to cover your non-work environment and activities.
- Character references are NOT to include relatives and MUST be residing in Canada.
- Faster processing is facilitated if references listed are in your geographic area.
- Neighbourhood reference is an individual who has known you for over six months preferably at your current address. If not, the individual has been a neighbour during the past five years.

SECTION N

- Complete as requested.

SECTION O

- Question to be answered if not covered in employment section. List last or current unit and dates of total service in the Canadian Armed Forces.
- If more space is required use a separate sheet of paper. Each sheet must be signed.

SECTION P

- Complete as requested.

SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who have previously completed a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership are required to submit an original Security Clearance Form with the following parts completed:

For all Security Clearances

- Part A - As set forth in each question
- Part B - As set forth in each question
- Part C - As set forth in each question
- Part D - As set forth in each question
- Part E - Provide details on parents of new spouse/common-law partner and any children (over the age of 18 years) of the new spouse/common-law partner
- Part P - To be signed by person submitting the form

Note: In addition to the above, in those cases where an individual marries or commences a common-law partnership with a Non-Canadian National or Landed Immigrant who has not yet arrived in Canada, the following information is required:

- Parts A-D As set forth in each question
- Part E - Parents of new spouse/common-law partner, brothers, sisters (include "half and "step" relatives) and any children (over the age of 18 years) of the new spouse/common-law partner
- Part H - For new spouse/common-law partnership
- Part I - For new spouse/common-law partnership
- Part P - To be signed by person submitting the form

CYCLICAL UPDATE REQUIREMENTS

- Levels I-II (10 year update). Complete all portions of the form as per instructions above.
- Level III (5 year update cycle)

With the exceptions of Parts H and I, where the information required is that which covers the period of time since the last submission of a questionnaire, **ALL OTHER** parts of the questionnaire must be completed **IN FULL**.



4a) **Sample Document of Completed TBS 330-60E – Security Screening Form**

SAMPLE OF COMPLETED DOCUMENT

PROTECTED (When completed)

	OFFICE USE ONLY	
Government of Canada Gouvernement du Canada	Reference number	Department number
SECURITY CLEARANCE FORM		File number

The Privacy Act Statement
The information on this form is required for the purpose of providing a security assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. The information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

Please typewrite or print in block letters.
NOTE: Level I and II must complete sections A to J inclusive and P.
Level III must complete all sections.

A ADMINISTRATIVE INFORMATION (To be completed by Department/Agency/Organization)

<input type="checkbox"/> New	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Supplemental	Level	<input type="checkbox"/> I (CONFIDENTIAL)	<input type="checkbox"/> III (TOP SECRET)
<input type="checkbox"/> Update	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-activation		<input type="checkbox"/> II (SECRET)	<input type="checkbox"/> other _____
Department/Agency/Organization		Employee ID number/PRI/Rank and Service number (if applicable)		Organization number	

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)

1. Surname (Last name) SMITH	2. Full given names (no initials) underline or circle usual name used <u>JOHN</u> (no middle name)	3. Family name at birth SMITH
4. All other names used (i.e. Nickname) Johnny	5. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	6. Date of birth Y M D 11 19 60 01 27
7. Place of birth (city) EDMONTON	Province/State ALBERTA	Country CANADA
8. Name change (other than marriage) NONE	From	To
9. Place of change (city, province or state, and country) —	10. Method (authority)	

C SECURITY SCREENING

1. Have you previously completed a Government of Canada security screening form? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give name of department/agency/organization, and the year and level of clearance. CORRECTIONAL SERVICES CANADA RELIABILITY STATUS CLEARANCE (RRS) 2010 1
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D MARITAL STATUS/COMMON-LAW PARTNERSHIP

Current status
 Married Common-Law Partnership Separated Widowed Divorced Single

A) CURRENT SPOUSE/COMMON-LAW PARTNER: Surname, given names SMITH, JOANNE JANE	B) Maiden Name (if applicable) JONES	C) Present citizenship of current spouse/common-law partner CANADIAN
D) Date of marriage/common-law partnership Y M D 11 19 81 08 01	E) City, province or state, and country of marriage/common-law partnership EDMONTON, ALBERTA, CANADA	
1 F) City, province or state, and country of birth CALGARY, ALBERTA, CANADA		
H) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 1257 Cooper Avenue, Peace River, Alberta, Canada	I) If separated, widowed or divorced, specify date	
J) Name and address of employer (job title) PEACE RIVER Health Region, 123-2 Avenue, Peace River, Alberta, Canada (NURSE)		
2 A) PREVIOUS SPOUSE/COMMON-LAW PARTNER: Surname, given names (cover only the past five years) NONE		
B) Present citizenship of former spouse/common-law partner		
C) Date of marriage/common-law partnership Y M D	D) City, province or state, and country of marriage/common-law partnership	
E) Date of divorce/separation/deceased Y M D	F) City, province or state, and country of divorce	
G) Country of Birth (if known)	H) Date of birth Y M D	

E IMMEDIATE RELATIVES (including those living outside Canada) (see instructions)

NOTE: Do not use initials

A) Full name (surname and all given names, including maiden name) SMITH, JERALD GEORGE	B) Relationship FATHER
C) City, province or state, and country of birth EDMONTON, ALBERTA, CANADA	D) Date of birth Y M D 11 19 40 20 01
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 235-7 Street, Peace River, Alberta, Canada	F) Date of death (if applicable) Y M D 2011 10 16 012
G) Name and address of employer None - Deceased	H) Job title None - DECEASED



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Surname and full given names SMITH, John (nomiddle name)	Date of birth Y M D 11 19 16 01 01 27
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E IMMEDIATE RELATIVES (continued)	
NOTE: Do not use initials	
2 A) Full name (surname and all given names, including maiden name) SMITH, (GAIL) (nomiddle name)	B) Relationship MOTHER
C) City, province or state, and country of birth EDMONTON, ALBERTA, CANADA	D) Date of birth Y M D 11 19 14 11 06 01
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 235-75 Street, Peace River, Alberta, Canada	F) Date of death (if applicable) Y M D
G) Name and address of employer Safeway Canada, 213-75 Street, Peace River, Alberta, Canada	H) Job title Cashier
3 A) Full name (surname and all given names, including maiden name) JONES, JORDAN DALE	B) Relationship STEP-BROTHER
C) City, province or state, and country of birth CALGARY, Alberta, Canada	D) Date of birth Y M D 11 19 12 12 01 07
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 27 Allan Place, Leduc, Alberta, Canada	F) Date of death (if applicable) Y M D
G) Name and address of employer UNEMPLOYED	H) Job title
4 A) Full name (surname and all given names, including maiden name) JONES, Shelley Lynn (Callin)	B) Relationship MOTHER-IN-LAW
C) City, province or state, and country of birth CALGARY, Alberta, Canada	D) Date of birth Y M D 11 19 16 07 03 03
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 12 Jasper Place, Lamont, Alberta, Canada	F) Date of death (if applicable) Y M D
G) Name and address of employer Hill Electric, 23-2 Avenue, Lamont, Alberta, Canada	H) Job title CLEANER
5 A) Full name (surname and all given names, including maiden name) JONES, (James) Kelly	B) Relationship FATHER-IN-LAW
C) City, province or state, and country of birth CALGARY, Alberta, Canada	D) Date of birth Y M D 11 19 13 07 06 01
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) 12 Jasper Place, Lamont, Alberta, Canada	F) Date of death (if applicable) Y M D 11 19 19 07 01 01
G) Name and address of employer NONE - DECEASED	H) Job title None - Deceased
6 A) Full name (surname and all given names, including maiden name) SCHNEIDER, (KAREN) GAIL	B) Relationship DAUGHTER
C) City, province or state, and country of birth CALGARY, ALBERTA, CANADA	D) Date of birth Y M D 11 19 17 08 02 01
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country) SW-4-3-12-W4, Lacombe, Alberta, Canada	F) Date of death (if applicable) Y M D
G) Name and address of employer ESSO, NE-12-4-36-54, Delburne, Alberta, Canada	H) Job title OPERATOR
7 A) Full name (surname and all given names, including maiden name)	B) Relationship
C) City, province or state, and country of birth	D) Date of birth Y M D
E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable) Y M D
G) Name and address of employer	H) Job title

F CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)	
Have you ever been convicted of a criminal offence for which you have not been granted a pardon? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction)	
Charge(s) DRIVING UNDER THE INFLUENCE OF ALCOHOL	Name of police force EDMONTON POLICE SERVICE
Province/State ALBERTA	City EDMONTON
Country CANADA	Date of conviction Y M D 20 10 11 02 01

G FOR COMPLETION BY PERSONS BORN OUTSIDE CANADA OR BORN IN CANADA HOLDING DUAL CITIZENSHIP (see instructions)	
1. Date of entry into Canada Y M D 	2. Present citizenship
3. If you are a naturalized Canadian, give the certificate number and date of issue Certificate No. _____ Y M D 	4. If you are not naturalized, have you applied for Canadian citizenship? Please provide copy of Immigrant Visa or Record of Landing documentation <input type="checkbox"/> Yes <input type="checkbox"/> No Date of application Y M D
5. Do you maintain citizenship of a country other than Canada? If yes, please provide the name of the country and explain why. <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Name of Country: _____ Explain:	6. Have you used a passport other than a Canadian one? If yes, explain why. <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes) Explain:



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Surname and full given names: SMITH, John (nom/middle name) Date of birth: 19 Y 6 M 0 D 12 7

H RESIDENCE (there should be no gaps)						
List addresses where you have lived during the last 10 years, starting with the most current. (Rural address to include lot and civic number.)						
Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M	
1	1257	COOPER AVENUE		2011	01	present
City		Province or state	Postal code	Country		Telephone number
PEACE RIVER		ALBERTA	T6G 2X9	CANADA		(780) 261-1493
2		12-13-57-WZ		2010	09	2011
City		Province or state	Postal code	Country		Telephone number
GRAND CACHE		ALBERTA	T0G 7X3	CANADA		(780) 234-2102
3		1-87-18-W4		2010	07	2009
City		Province or state	Postal code	Country		Telephone number
SASKATOON		SASKATCHEWAN	S0G 3C0	CANADA		(306) 231-7192
4	20	HILL AVENUE		2010	04	2010
City		Province or state	Postal code	Country		Telephone number
CALGARY		ALBERTA	T0G 3C0	CANADA		(403) 239-7186
5	can't recall	Unknown- can't recall		1999	09	2010
City		Province or state	Postal code	Country		Telephone number
Calgary		ALBERTA	T0G 3C0	Canada		("cannot recall"

I EMPLOYMENT (last 10 years) (see instructions for self-employed and consultants) (there should be no gaps)						
Would your employment be jeopardized if your current supervisor, below, is contacted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
If yes, provide the name of an alternate employment contact and telephone number.						
Were you dismissed or asked to resign from any position(s) as listed below? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
If yes, give name of employer, supervisor, and date.						
Name of employer		Supervisor	Position title	Date Y M		
A) Name of employer - do not use initials (department/organization/agency, if applicable)		B) From Y M To Y M		To present		
ABC WELDING INCORPORATED		2011		01		
C) Job-site address (street number, street name, city, province or state and country)						
243-7 STREET, PEACE RIVER, ALBERTA, CANADA						
D) Job title/Description			E) Rank and service number (if applicable)			
WELDER			NONE			
F) Supervisor's name in full			G) Supervisor's telephone number (cell)			
GERALD MILLION			(780) 299-1257			
A) Name of employer - do not use initials (department/organization/agency, if applicable)		B) From Y M To Y M		To present		
Jim's WELDING		2010		09		
C) Job-site address (street number, street name, city, province or state and country)						
637-8 AVENUE, PEACE RIVER, ALBERTA, CANADA						
D) Job title/Description			E) Rank and service number (if applicable)			
WELDER			NONE			
F) Supervisor's name in full			G) Supervisor's telephone number (cell)			
KEVIN HARRIS			(780) 891-7624			
A) Name of employer - do not use initials (department/organization/agency, if applicable)		B) From Y M To Y M		To present		
UNEMPLOYED		2010		07		
C) Job-site address (street number, street name, city, province or state and country)						
D) Job title/Description			E) Rank and service number (if applicable)			
F) Supervisor's name in full			G) Supervisor's telephone number			
			()			
A) Name of employer - do not use initials (department/organization/agency, if applicable)		B) From Y M To Y M		To present		
KARI'S WELDING		2010		04		
C) Job-site address (street number, street name, city, province or state and country)						
5W-19-12-24-W4, REDDEER, ALBERTA, CANADA						
D) Job title/Description			E) Rank and service number (if applicable)			
WELDER			NONE			
F) Supervisor's name in full			G) Supervisor's telephone number			
CORY KARI			(780) 863-2149			



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Surname and full given names SMITH, John (no middle name)				Date of birth 11 9 6 10 9 12 7			
H RESIDENCE (there should be no gaps)							
List addresses where you have lived during the last 10 years, starting with the most current. (Rural address to include lot and civic number.)							
1	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To present	
	City		Province or state	Postal code	Country	Telephone number ()	
2	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M	
	City		Province or state	Postal code	Country	Telephone number ()	
3	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M	
	City		Province or state	Postal code	Country	Telephone number ()	
4	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M	
	City		Province or state	Postal code	Country	Telephone number ()	
5	Apartment number	Street number	Street name	Civic number (if applicable)	From Y M	To Y M	
	City		Province or state	Postal code	Country	Telephone number ()	
I EMPLOYMENT (last 10 years) (see instructions for self-employed and consultants) (there should be no gaps)							
Would your employment be jeopardized if your current supervisor, below, is contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, provide the name of an alternate employment contact and telephone number.							
Were you dismissed or asked to resign from any position(s) as listed below? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, give name of employer, supervisor, and date.							
Name of employer		Supervisor		Position title		Date Y M	
A) Name of employer - do not use initials (department/organization/agency, if applicable)				B) From Y M		To Y M	
STUDENT				1 9 9 9 1 0 2		2 0 0 4 1 0 1	
C) Job-site address (street number, street name, city, province or state and country)							
5	D) Job title/Description				E) Rank and service number (if applicable)		
F) Supervisor's name in full				G) Supervisor's telephone number ()			
A) Name of employer - do not use initials (department/organization/agency, if applicable)				B) From Y M		To Y M	
C) Job-site address (street number, street name, city, province or state and country)							
2	D) Job title/Description				E) Rank and service number (if applicable)		
F) Supervisor's name in full				G) Supervisor's telephone number ()			
A) Name of employer - do not use initials (department/organization/agency, if applicable)				B) From Y M		To Y M	
C) Job-site address (street number, street name, city, province or state and country)							
3	D) Job title/Description				E) Rank and service number (if applicable)		
F) Supervisor's name in full				G) Supervisor's telephone number ()			
A) Name of employer - do not use initials (department/organization/agency, if applicable)				B) From Y M		To Y M	
C) Job-site address (street number, street name, city, province or state and country)							
4	D) Job title/Description				E) Rank and service number (if applicable)		
F) Supervisor's name in full				G) Supervisor's telephone number ()			



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Surname and full given names
SMITH, JOHN (no middle name)

Date of birth Y M D
11 19 60 | 01 21 7

J FOREIGN EMPLOYMENT

1. Are you now or have you **ever** been employed by or acted as a consultant for a foreign government, firm, or agency?
 Yes No

If yes, give details (country, organization, nature of work and dates) Include military (cadets), law enforcement and security intelligence employment

SECTIONS "K" TO "O" MUST ALSO BE COMPLETED FOR LEVEL III ONLY

K TRAVEL

List countries visited within the last five years for personal travel and/or non-Government business, other than Canada, the USA and Mexico.

Country	Purpose	From		To	
		Y	M	Y	M
"NONE"					

L FOREIGN ASSETS

Do you have any business, financial or personal assets outside Canada?
 Yes No

If yes, list the relevant countries (exclude stocks and mutual funds purchased in Canada)

M CHARACTER REFERENCES IN CANADA (see instructions)

List three character references (non-family members) and one neighbourhood reference

1	Name in full (no initials) Allan Nikum	Relationship FRIEND	Period known 4 years
	Complete home address SW-12-6-2-W4, MANNING, ALBERTA, CANADA	Telephone Number (780) 236-1921	
	Complete title and business address WELDER ABC WELDING, 243-7 Street, Peace River, Alberta, Canada	Business Telephone Number (780) 236-0012	*
2	Name in full (no initials) CORY Timothy	Relationship COLLEAGUE	Period known 6 years
	Complete home address 17 ANGLE STREET, ORANGE, ALBERTA, CANADA	Telephone Number (cell) (780) 892-1543	*
	Complete title and business address WELDER ABC Welding, 19-3 Avenue, Manning, Alberta, Canada	Business Telephone Number (780) 892-1691	
3	Name in full (no initials) Dennis James	Relationship FRIEND	Period known 9 years
	Complete home address 123-2 AVENUE, MANNING, ALBERTA, CANADA	Telephone Number (cell) (780) 777-1992	*
	Complete title and business address CONSULTANT PEACE FINANCIAL, 2-3 Street, Manning, Alberta, Canada	Business Telephone Number (780) 823-1111	
Neighbourhood reference (see instructions)			
Name in full (no initials) BRIAN ANDERS		Telephone Number (780) 236-1111	
Complete home address 1253 COOPER STREET, PEACE RIVER, ALBERTA, CANADA		Business Telephone Number NONE	

N EDUCATION

1. Name of the last school or university you attended full time NAIT	2. Student ID number (if known) UNKNOWN	3. Location of institution EDMONTON, ALBERTA, CANADA	4. Period of attendance From Y M To Y M 11 19 78 01 9 19 06
5. Field of study (Diploma or degree obtained) WELDING CERTIFICATE			

O MILITARY SERVICE

Military service in the Canadian Armed Forces: Regular, Reserves and Sea, Army and Air Cadets (from the period since your 16th birthday).

1. Name and last location NONE	2. Rank and Service no.	3. Period of service From Y M To Y M
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P CERTIFICATION

I hereby certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.

1. Signature John Smith	2. Date Y M D 20 11 11 12 01 1	3. Telephone (Home) (780) 261-1493	3. Telephone (Business) (780) 299-1111
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ALL INFORMATION SUPPLIED IS SUBJECT TO VERIFICATION BY INVESTIGATION